

|                            |     |
|----------------------------|-----|
| 1982-aip-employee-handbook | 2   |
| 1988-aip-employee-handbook | 14  |
| 1990-aip-employee-handbook | 34  |
| 1993-aip-employee-handbook | 60  |
| 1996-aip-employee-handbook | 86  |
| 1997-aip-employee-handbook | 114 |
| 1999-aip-employee-handbook | 122 |

# American Institute of Physics Employee's Handbook



Rev: JAN. 1982

American Institute of Physics

335 East 45th St., New York, N.Y. 10017

500 Sunnyside Blvd., Woodbury, New York 11797




## WELCOME TO AIP

Welcome to the staff of the American Institute of Physics.

We want your job experience to be rewarding and pleasant, and believe that the more you know about the Institute, the more satisfaction you can derive from your job.

With this goal in mind we have prepared this booklet to help you become acquainted with the Institute, its personnel policies and the benefits offered to you as an employee. Keep it handy for future reference.

The personnel policies of the Institute are modified from time to time in response to changing conditions. We suggest that you consult the Personnel Office when you have need for specific information about current policies and practices or about questions unanswered in this booklet.



H. William Koch,  
Director

## CONTENTS

|   |          |
|---|----------|
| <b>AIP History and Organization .....</b> | <b>1</b> |
| <b>AIP Activities and Programs .....</b>  | <b>2</b> |
| <b>Office Practices and Procedures</b>    |          |
| Office Hours                              |          |
| At Headquarters .....                     | 4        |
| At Woodbury .....                         | 4        |
| Pay Periods .....                         | 4        |
| Overtime .....                            | 4        |
| Vacations .....                           | 5        |
| Holidays .....                            | 6        |
| Leaves of Absence .....                   | 6        |
| Personal Leave .....                      | 6        |
| Medical Leave .....                       | 6        |
| Employee Benefit Plans                    |          |
| During a Leave .....                      | 7        |
| Sick Pay .....                            | 7        |
| Jury Duty .....                           | 7        |
| Military Service .....                    | 7        |
| Performance Reviews .....                 | 8        |
| Discipline .....                          | 8        |
| Transfers and Promotions .....            | 8        |
| <b>Hiring and Terminations</b>            |          |
| Employment Policy .....                   | 10       |
| Reference Checks .....                    | 10       |
| Temporary Employment .....                | 10       |
| Orientation Program .....                 | 10       |
| Termination Procedures .....              | 10       |

## CONTENTS (Continued)

### Benefit Programs

|   |    |
|---|----|
| Blue Cross - Blue Shield Group Plan .....                               | 12 |
| Major Medical Insurance .....   | 12 |
| Life Insurance and Accidental Death<br>and Dismemberment Benefits ..... | 12 |
| Disability Insurance .....  | 13 |
| Retirement Plan .....   | 13 |
| Travel Insurance .....  | 14 |
| Workers' Compensation .....   | 14 |
| Unemployment Insurance .....  | 14 |
| Tuition Reimbursement .....   | 14 |
| Staff Medical Benefits .....  | 14 |

### Miscellaneous

|                                   |    |
|-----------------------------------|----|
| Personnel Records .....           | 15 |
| "Inside AIP" .....                | 15 |
| Lunchrooms .....                  | 15 |
| Personal Telephone Calls .....    | 15 |
| Personal Appearance .....         | 15 |
| Personnel Division .....          | 15 |
| Revisions to Handbook .....       | 15 |
| Emergency Medical Procedure ..... | 16 |
| No-Solicitation Rule              |    |
| Employee Solicitation .....       | 16 |
| Non-employee Solicitation .....   | 16 |

## AIP HISTORY AND ORGANIZATION

The American Institute of Physics is a non-profit educational and scientific organization that was founded in 1931 by the leading societies in the field of physics. These societies joined together to form an efficient agency for serving physicists in the advancement and diffusion of the knowledge of physics and its application to human welfare.

Today the Institute has a staff of over 400 people handling the various services it performs for about 59,000 members of nine member societies. In addition, approximately 6,000 students in about 500 colleges and universities are members of the Institute's Society of Physics Students, which includes the honor society component Sigma Pi Sigma. Industry is represented through some 120 corporations, institutions and laboratories that are Corporate Associates of the Institute.

The Institute celebrated its fiftieth anniversary in 1981, and continues to grow in size and scope. Its headquarters occupy the entire building at 335 East 45 Street in New York City. The building was purchased in 1957 and extended in 1962 by the addition of a new wing; the interior was completely modernized in 1979. It provides 37,500 square feet of space. Almost a third of the Institute's employees are housed in the headquarters building; several Member Societies also maintain offices in this building.

Over 300 AIP staff members now work at the Institute's suburban location in Woodbury, Long Island. The original 28,000 square feet of available space there was expanded to 50,000 in 1980. The operations at Woodbury are largely those related to Publishing and Data Processing.

## AIP ACTIVITIES AND PROGRAMS

The Institute provides administrative and publishing services for nine Member Societies. It collects dues, provides financial services, handles subscription fulfillment for 63 publications, mails ballots, announcements, and prepares membership directories.

AIP is perhaps best known for its extensive publishing operation. Over a fifth of the world's physics research literature is published by the American Institute of Physics and its Member Societies. By adopting appropriate up-to-date publishing techniques, the Institute ensures that the current physics and astronomy research papers are widely distributed as promptly and economically as possible. As well as publishing these original papers, AIP prepares and distributes various current physics information products whose purpose is to assist scientists in finding and retrieving the research contributions relevant to their work.

The Public Information Division provides information to the press, radio and television to inform the public about developments in physics and astronomy. It operates press rooms at society meetings, provides science news reports for TV and radio programs, prepares special news releases, distributes booklets in response to requests, and is a clearing house for current information about physics and physicists.

The Institute also helps those interested in a physics career by publishing guidance booklets through its Education Division. The Society of Physics Students, with its honor component, Sigma Pi Sigma, operates within AIP. Two divisions concerned with the supply of physicists and their career opportunities, carry out statistical studies and conduct a placement service.

The Physics History Division includes the Niels Bohr Library and the History of Physics Archives. It preserves and catalogs documents relevant to the history of physics in the United States. It has effectively mounted and distributed public exhibits featuring the history of physics.

As well as specific programs mentioned above, the Institute also functions by maintaining a liaison with Member Societies and industry, through the AIP Corporate Associates activities, and with numerous outside organizations.

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## OFFICE PRACTICES AND PROCEDURES

**Office Hours** - The normal work week for full-time employees is 35 hours, Monday through Friday.

**At Headquarters** the working day runs from 8:45 a.m. to 4:45 p.m., with one hour for lunch.

**At Woodbury** the hours for the Day Shift run from 8:45 a.m. to 4:15 p.m., with a half hour for lunch. The Night Shift hours are 5 p.m. to 10 p.m. with no meal break.

At both locations management may schedule other working hours for specific employees.

**Pay Periods** - are semi-monthly. Pay checks are distributed on the 15th and the last day of each month, except:

- when these dates occur on a Friday, Saturday, or Sunday, payroll checks are distributed the previous Thursday.
- when these dates fall on a holiday, payroll checks are distributed on the previous working day (but not on a Friday; see above).

**Overtime** - Overtime for eligible employees must be approved in advance by the supervisor. It is paid at the rate of one and one half times the regular pay for hours worked in excess of 40 hours per week. Approved Saturday or Sunday work by eligible employees will be compensated at the time and one half rate. Properly authorized overtime payroll forms must be sent to Personnel by 12 noon on Monday to be credited for the pertinent payroll deadline. Payroll deadline schedules may be obtained through Personnel.

**Vacations** - Employees who have worked at the Institute on a full-time basis for at least six months will qualify for a vacation on the following basis:

An employee earns one day of vacation for each full month of employment within the first year at AIP. During each of four successive years, an employee is entitled to a day and a quarter for each full month of employment (15 days per year). During the sixth year and each year thereafter, an employee is entitled to one and two thirds days for each full month of employment (20 days per year).

Employees who have been at the Institute on a full-time basis for 15 years are entitled to an extra week of vacation for that year. Employees who have been at the Institute for 20 years are entitled to two additional weeks for that year. Employees who have completed 25 years of service are entitled to two additional weeks for that year.

A pay check for an employee planning vacation time on a pay day may be advanced to the preceding pay day before the start of the vacation, provided that the vacation has already been earned by that earlier date. Personnel Division must be notified in writing, with the supervisor's signature, at least one month in advance.

The choice of vacation time must be approved by the individual supervisor in accordance with seniority and expected work loads.

Up to 30 days of vacation may be accumulated. No additional vacation time may be accumulated unless approved in advance by the supervisor and the Personnel Committee.



Only terminating employees giving two weeks on-the-job notice will receive accumulated vacation pay.

**Holidays** - AIP offices are usually closed on the legal holidays listed below. However, this list may vary from year to year.

New Year's Day  
Washington's Birthday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

A list of each year's holidays is distributed at the end of the previous year. An extra day off in lieu of the holiday is granted to any employee who is taking vacation time on one of these dates.

In addition to legal holidays and earned vacation time, each employee with more than two months' service is allowed to take one personal day each year. Personal days may not be carried over into the next calendar year.

#### **Leaves of Absence**

**Personal Leave** - A leave without pay for a stated period of time must have the approval of the Division Manager, Branch Head and Personnel Manager. An employee seeking such a leave should submit a written request to his or her supervisor.

**Medical Leave** - An employee may be granted medical leave if the individual submits a note or a disability form to Personnel indicating the need for the medical leave and its expected duration. Any employee absent for more than seven consecutive working days may

qualify for New York State disability pay.

**Employee Benefit Plans During a Leave** - For the duration of a leave, all benefit plans continue except the Institute and employee contributions to the pension plan. Arrangements may be made with Personnel to continue employee contributions during a leave.

At the expiration of the leave, every reasonable effort will be made to reinstate the employee, without loss of service credit, in the same or comparable position held prior to the leave.

**Sick Pay** - New employees are not eligible for paid absences until they have completed two months employment.

Any employee who finds it necessary to be absent due to sickness, should notify his or her supervisor between 8:45 and 9:00 a.m. on each day of absence.

The Institute's policy concerning compensation for time lost because of personal illness is to consider each case individually. The following factors will be taken into consideration: nature of illness, past attendance record, length of service with AIP, and recommendation by the supervisor. Recurring or sporadic absences will be investigated and may result in disciplinary action.

**Jury Duty** - Employees called for jury duty should inform their supervisors and the Personnel Division as soon as possible. Normal salary continues during the time served, but the Institute is to be reimbursed an amount equal to the per diem fee less traveling expenses.

**Military Service** - An employee inducted into military service will be placed on a leave of absence, and all pay and benefits cease during this leave. Credit toward satisfying requirements for all benefit plans is

given for the time in service when the employee returns to the Institute. Every effort is made to place employees returning from military service in positions comparable with those they left. AIP does not pay for time taken off for military reserve training.

**Performance Reviews** - The job performance of every AIP employee is reviewed at least once a year. Most new employees on a non-professional level will receive their first review six months after employment and then annually on their anniversary date. After a promotion, the new annual review date becomes the anniversary date. Trainees are reviewed more frequently. A review does not guarantee a salary increase. An employee whose work is judged unsatisfactory may be put on probation or termination.

**Discipline** - The Institute expects its employees to conduct themselves in a pleasant, businesslike manner at all times. If it is necessary for a supervisor to discipline an employee for a minor transgression, it is usually done in an informal manner. Discussion may be recorded and included in the individual's personnel file. If the individual persists in undesirable behavior or actions, a "Corrective Interview" may be held and recorded in the file. Such an employee can subsequently be terminated without further warning. Depending upon the nature of the conduct, immediate discipline including termination may be imposed.

**Transfers and Promotions** - An employee who becomes dissatisfied with his or her assignments is recommended to discuss the problem with his or her supervisor or a member of the Personnel staff. Because the Institute hopes its staff will find their jobs satisfying and rewarding, it will make every reasonable effort to transfer employees whose work and attendance have been satisfactory to assignments best suited to their interests and talents.

The Institute makes every effort to promote qualified employees to higher positions when a vacancy occurs. The decision depends on past performance evaluations, length of service, attendance and punctuality, supervisor's recommendation, and suitability for the position.

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## HIRING AND TERMINATIONS

**Employment Policy** - AIP is an Equal Opportunity Employer. The Institute will hire the most qualified person regardless of race, sex, religion, age, national origin or physical or mental handicap.

**Reference Checks** - The Personnel Division conducts reference checks on everyone employed by the Institute. An additional credit check may be made for positions warranting special security or trust. In this case, the prospective employee is notified in advance.

**Temporary Employment** - On occasion, the Institute finds it necessary to hire hourly employees for short periods of time. These employees are not eligible for any employee benefits. After one month of service, hourly employees do become eligible for paid holidays. If an hourly employee is later employed in a permanent position, the date of permanent employment is used in computing eligibility for all employee benefits.

**Orientation Program** - Each new member of the AIP staff will be given an employee packet on the first day of employment. This will be followed by an initial orientation program within the first week of employment. At this time, the Personnel Division will review the employee packet in detail and answer any questions. A formal orientation program will be held quarterly to provide an opportunity for new employees to meet AIP officers, and learn more of the Institute's organization, background, purpose and activities.

**Termination Procedures** - Terminating employees are expected to give at least two weeks advance notice. Prior to the employee's departure, a termination form should be completed stating the reason. At that time, arrangements should be made with the Personnel Division for an exit interview. For those individuals who give two weeks on the job notice and have been

employed at least six months, vacation entitlement will be included with the final pay check. Resigning employees are sent a letter before they leave explaining benefit conversions and termination procedures.

Every effort will be made to give employees ample notice in the event their jobs are eliminated and they have to be laid off. If this cannot be done, severance pay will be given according to the policies in existence at the time. Any employee terminated through no individual fault, may be entitled to unemployment benefits. The Personnel Division will provide details in such cases.

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## BENEFIT PROGRAMS

Full time employees become eligible to participate in most of the Institute's benefit plans on the first day of the month after they are hired. Benefits include individual basic medical coverage, major medical benefits, retirement plan, life insurance, travel and accident insurance, disability insurance, workers' compensation and unemployment insurance. The entire expense for these benefits, with the exception of the retirement plan, is paid by the Institute. A full explanation of these benefits is provided in separate booklets as well as in the policy certificates. Questions concerning coverage or claims should be directed to the Personnel Division.

The benefit plans are, briefly:

**Blue Cross - Blue Shield Group Plan** - Employees may enroll in this Group plan during their first month of employment. The Institute will pay the cost of the premium for coverage on the individual Executive Plan. Additional charges for family or dependent coverage are the employee's responsibility. The Personnel Division can supply further details.

**Major Medical Insurance** - This insurance provides financial assistance for employees and their eligible dependents in cases of prolonged illness. The maximum amount payable for each individual is \$250,000. These benefits apply after the Blue Cross - Blue Shield benefits have been exhausted. A \$100 deductible each calendar year must be satisfied. The plan will then pay 80% of the remaining allowable.

**Life Insurance and Accidental Death and Dismemberment Benefits** - The Institute has a Group Life Insurance plan. The Policy benefits are equal to one and one half times each employee's annual salary, rounded up to the next higher \$1,000. The maximum

benefit provided is \$100,000. Benefits under the accidental death and dismemberment provisions are the same as for Group Life Insurance.

**Disability Insurance** - All employees are eligible for disability benefits in accordance with New York State law. Eligibility for this insurance commences following more than seven consecutive working days of sickness or disability provided a doctor has completed the necessary disability form. If the Institute stops paying his or her salary, a sick or disabled employee is eligible to continue receiving half of this salary up to a certain weekly maximum for a period of twenty six weeks. When coverage under this plan is exhausted, for someone who has worked at the Institute at least a year as a full time employee, the Institute's total disability plan goes into effect, paying 60% of the first \$2,000 per month during total disability until normal retirement date.

**Retirement Plan** - All regular full time employees are eligible to participate in the TIAA-CREF retirement plan after fulfilling the required conditions:

Voluntary participation - after three years of Institute service at any age or after one year of service and attainment of age 30.

Mandatory participation - after one year of service and the attainment of age 35.

Contributions are made by both AIP and the employee. Monthly pensions are paid when the employee retires. The Institute's normal retirement age is 65. The mandatory retirement age is 70. AIP contributions stop at age 65.

Employees eligible to participate will be contacted by an Institute representative at the appropriate time.

**Travel Insurance** - Employees required to travel on business for the Institute are covered for accident or death while traveling. The amount of the Insurance coverage depends upon the individual's salary.

**Workers' Compensation** - Injuries sustained on the job should be reported immediately to the supervisor. During absence from work resulting from such an injury, an employee may be paid by the Institute for a certain number of days, after which he or she will receive a certain allowance by Workers' Compensation until normal employment is resumed. The Personnel Division should always be informed of job related accidents.

**Unemployment Insurance** - Under certain circumstances, employees who are terminated by the Institute may be eligible for New York State unemployment benefits. Personnel can provide further details.

**Tuition Reimbursement** - The Institute has a program that will partially reimburse employees for tuition fees for courses pertinent to their work or toward a degree or matriculation. Eligibility starts after six months' employment.

**Staff Medical Benefits** - A nurse visits the Institute annually to administer flu shots to all interested staff members. The cost is paid for by the Institute.

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## MISCELLANEOUS

**Personnel Records** - Any change in an employee's address, marital status, beneficiaries, etc. should be reported to the Personnel Division as soon as possible.

**"Inside AIP"** - This newsletter is published every other week, and distributed to all members of AIP staff.

**Lunchrooms** - The Institute maintains a lunchroom at each of its two locations. Free coffee and tea service is provided during lunchtime and during morning and afternoon coffee breaks. Headquarters employees must arrange their one-hour lunch time at the discretion of their supervisors, between the hours of 12:00 noon and 2 p.m. Woodbury employees must take their half-hour lunch time, arranged at the discretion of their supervisors, between 11:45 a.m. and 1:15 p.m.

**Personal Telephone Calls** - Outgoing and incoming personal telephone calls should be kept to a minimum. At each location there is a public telephone booth that can be used for outgoing calls.

**Personal Appearance** - The Institute receives distinguished visitors from all over the world. Therefore, it is important that employees maintain a businesslike appearance. Supervisors will let employees know if their appearance is inappropriate.

**Personnel Division** - Any questions about personnel policies, procedures or benefits that have not been answered in the booklet can be answered by the Personnel Division.

**Revisions to Handbook** - From time to time, the management of the Institute may at its discretion make changes in the personnel policies set forth in this booklet, if these changes or additions seem necessary.



**Emergency Medical Procedure** - In the event of any medical emergency, contact Office Services either in New York or Woodbury, who will summon medical assistance.

#### **NO - SOLICITATION RULE**

**Employee Solicitation** - Solicitation by an employee of another employee is prohibited while either person is on working time. Working time is all time when an employee's duties require that he or she be engaged in work tasks but does not include an employee's own time, such as meal periods, scheduled breaks, and time before or after a shift.

**Non-employee Solicitation** - Solicitation, distribution of literature, or trespassing by non-employees on these premises is prohibited.

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# Employee Handbook

**AMERICAN  
INSTITUTE  
OF PHYSICS**

Issued September 1988

## AMERICAN INSTITUTE OF PHYSICS LOCATIONS

**335 E. 45th Street  
New York, N.Y. 10017**

|  |                        |
|--|------------------------|
| Accounting                             | Director of Publishing |
| Books                                  | Executive Director/CEO |
| Building Facilities                    | Human Resources        |
| Career Placement                       | Physics History        |
| Chairman of the Board                  | Public Information     |
| Controller                             | Secretary              |
| Director of Finance and Administration | Treasurer              |
| Director of Physics Programs           |                        |

**140 East 45th Street  
New York, N.Y. 10017**

|                                     |               |
|-------------------------------------|---------------|
| Advertising                         | Marketing     |
| Computers In Physics                | Physics Today |
| Education and Employment Statistics |               |

**500 Sunnyside Boulevard  
Woodbury, N.Y. 11797**

|                        |                               |
|------------------------|-------------------------------|
| Building Facilities    | Information Systems           |
| Composition I          | Information Technology Branch |
| Composition II         | Production II                 |
| Director of Publishing | Publishing Branch I           |
| Executive Director/CEO | Publishing Branch II          |
| Human Resources        | Scientific Classification     |
| Information Services   | Subscription Fulfillment      |

**255 Executive Drive  
Plainview, N.Y. 11803**

Production I  
Publication Billing

**2000 Florida Avenue N.W.  
Washington, DC 20009**

Education  
Society of Physics Students  
Physics Today

## TO AIP STAFF MEMBERS

The organization of which you are a part, the American Institute of Physics, is the world's largest publisher of physics research literature. It also contributes in many ways to the education of students and the public—for instance, by producing radio and television reports on science and by managing the Society of Physics Students, a nationwide set of college physics clubs. AIP



conducts surveys to monitor the state of physics education and employment in the United States, and it carries out research in the history of physics. In these and many other ways, AIP reaches out to serve the community of physicists and astronomers and to serve the public.

As an AIP staff member, you are contributing, directly or indirectly, to these important goals. A career at AIP is a career of service to science and society.

This booklet provides you with an introduction to AIP and its personnel policies and benefits. Keep it handy for future reference. Whenever you need more detail or the answer to a question that is not answered in this booklet, please consult your supervisor or the Human Resources Division.

One of the pleasures of my job is getting to meet AIP employees, new and old, in order to exchange ideas on how AIP can function better. Communication among all of us is the key to improved performance and greater job satisfaction.

*Kenneth Ford*

Kenneth W. Ford  
Executive Director  
and CEO

## TABLE OF CONTENTS

|  |    |
|--|----|
| About This Handbook                    | 1  |
| AIP History and Organization           | 2  |
| AIP Activities and Programs            | 3  |
| Equal Opportunity in Employment        | 5  |
| Immigration Reform and Control Act     | 5  |
| Questions, Suggestions, and Complaints | 6  |
| You and Your Supervisor                | 7  |
| Your Introductory Period of Employment | 7  |
| Full-Time and Part-Time Employees      | 8  |
| Your Normal Workweek                   | 8  |
| Attendance and Punctuality             | 9  |
| Paid Holidays                          | 10 |
| Vacations                              | 11 |
| Bonus Day                              | 12 |
| Overtime                               | 12 |
| Your Paycheck                          | 13 |
| Personnel Records                      | 14 |
| Performance Reviews                    | 15 |
| Promotion                              | 15 |
| Insurance Benefit Program              | 16 |
| Retirement and Savings Plan            | 20 |
| Tuition Reimbursement                  | 21 |
| Employee Referral                      | 21 |
| Employment of Relatives                | 21 |
| Jury Duty                              | 22 |
| Bereavement Leave                      | 22 |
| Personal Leave of Absence              | 23 |
| Disability Leave of Absence            | 24 |
| Military Leave of Absence              | 25 |
| Sexual Harassment                      | 26 |
| General Rules of Conduct               | 27 |
| Miscellaneous                          | 29 |
| Solicitation/Distribution              | 30 |
| Off-Duty Access                        | 30 |
| Good Housekeeping                      | 30 |
| Smoking Policy                         | 31 |
| Safety First                           | 31 |
| If You Must Leave Us                   | 32 |
| A Few Closing Words                    | 32 |
| Receipt of Employee Handbook           | 33 |

## About This Handbook

We want your job experience to be rewarding and enjoyable, and we believe the more you know about the Institute, the more satisfaction you can derive from your job.

With this in mind, we have prepared this Employee Handbook to help you become acquainted with the Institute, its personnel policies, and the benefits offered to you as an employee. Please review the handbook carefully and keep it for future use.

Due to government regulations and the changing demands of our operations, from time to time we may modify these policies and benefits. This handbook contains guidelines for the Institute's use. Its terms should not be regarded as contractual in nature. We will attempt to keep you up to date regarding changes that affect you.

## AIP History and Organization

The American Institute of Physics is a not-for-profit membership corporation chartered in New York State in 1931 for the purpose of promoting the advancement and diffusion of the knowledge of physics and its application to human welfare.

Today, the Institute has a staff of over 500 people handling its various services for approximately 86,000 members of 10 member societies. In addition, over 7,000 students in more than 500 colleges and universities are members of the Institute's Society of Physics Students. This includes the honor society component Sigma Pi Sigma. Industry is represented through some 110 Corporate Associate members.

The Institute celebrated its fiftieth anniversary in 1981, and continues to grow in size and scope. It now occupies office space in its own building at 335 East 45th Street and additional rental space on the 37th floor of Grand Central Towers, 140 E. 45th St, New York City. AIP's publishing center is located at 500 Sunnyside Boulevard in Woodbury with additional rental space at Executive Plaza, 255 Executive Drive, in Plainview, Long Island. AIP also maintains a small Washington office at 2000 Florida Ave. N.W., 2nd Floor, Washington DC. Five member societies maintain offices in space provided by AIP.

## AIP Activities and Programs

The Institute provides publishing and other services for 10 member societies, collects dues, provides financial services, handles subscription fulfillment for 76 publications, mails ballots, announcements, and prepares membership directories. It also publishes its own journals, translates and publishes Soviet and Chinese journals, and publishes books, conference proceedings, and special reports.

The American Institute of Physics is best known for its extensive publishing operation. Over a fifth of the world's physics research literature is published by AIP and its member societies. By adopting appropriate up-to-date publishing techniques, the Institute ensures that current physics and astronomy research papers are widely distributed promptly and economically. As well as publishing original papers, AIP prepares and distributes various current physics information products to assist scientists in finding and retrieving the research contributions relevant to their work.

The Public Information Division provides the press, radio, and television with information concerning developments in physics and astronomy. It operates press rooms at society meetings, provides science news reports for TV and radio programs, prepares special news releases, distributes booklets in response to requests, and is a clearing house for current information about physics and physicists.

The Institute assists those interested in a physics career by publishing guidance booklets through its Education Division. The Society of Physics Students, with its honor component, Sigma Pi Sigma, is part of this division.

The Career Placement Division provides physicists with information about career opportunities and placement service while the Education and Employment Statistics Division carries out statistical studies.

AIP's monthly magazine, *Physics Today*, goes to 100,000 subscribers, including many overseas. A new magazine/journal, *Computers in Physics*, was launched in late 1987 and is proving successful.

The Physics History Division includes the Niels Bohr Library and the History of Physics Archives. It preserves and catalogs documents relevant to the history of physics in the United States and provides public exhibits featuring the history of physics.

As well as specific programs mentioned above, the Institute maintains a liaison with industry, through the AIP Corporate Associates activities and with other outside scientific and publishing organizations.



## **Equal Opportunity in Employment**

The American Institute of Physics is an equal opportunity employer. We believe that every employee has the right to be treated with dignity and respect. Accordingly, we will not discriminate on the basis of age, race, creed, color, sex, national origin, citizenship, disability, or marital status. Our management team is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, layoffs, termination, recruitment, advertising, rates of pay or other forms of compensation, selection for training, and general treatment during employment.

## **Immigration Reform and Control Act**

In accordance with the Immigration Reform and Control Act of 1986, it is the Institute's policy to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit proof of their identity and employment authorization. Employees will also be required to complete and sign, under oath, Immigration and Naturalization Service Form I-9. Form I-9 requires you to attest that you are authorized to work and the documents submitted are genuine.

If you are authorized to work in this country for a limited period of time, before the expiration of that period you will be required to submit proof of your employment authorization and sign another Form I-9 in order to remain employed by the Institute.

## **Questions, Suggestions, and Complaints**

The best way to develop a rewarding and enjoyable work environment is through open, honest, and direct communications about all aspects of our jobs. There are times when each of us has a question, comment, or problem that needs to be addressed. The AIP policy is simple. Ask it; suggest it; or let us know about it.

The Institute encourages you to bring your questions, suggestions, and complaints to management's attention. Everyone will receive careful consideration and a timely response. When many people work together, situations may be viewed differently. While no one can guarantee that you will always receive the answer you want, we will attempt to provide fair consideration to any question, suggestion, or complaint that may arise.

When you have a problem or a question, you should discuss the situation with your supervisor. You and your supervisor work together on a daily basis, and our experience has shown that many problems can be effectively resolved at this level. We encourage you to speak openly and honestly with your supervisor.

If you still feel that your problem has not been dealt with fully, or if for some reason you feel uncomfortable discussing the matter with your supervisor, discuss your concern with your Division Manager or Branch Director, or the Director of Human Resources or his/her designee. The officers of the Institute, including the Executive Director, maintain an open-door policy. They are glad to hear from employees with special suggestions or concerns.

As you can see, we are anxious to hear from you on any subject and look forward to working with you to address your concerns. We want you to have every opportunity to discuss your problems freely and have you feel that you have been treated fairly.

## You and Your Supervisor

Your supervisor is a vital part of our management team and will have more to do with your welfare and development than any other person in our organization. Your supervisor is directly involved in planning work schedules, ensuring the quality of your work, and providing you with whatever assistance you may need. Further, your supervisor will explain your new job responsibilities, introduce your fellow employees, show you where things are, and periodically evaluate and advise you of your work performance.

An important aspect of supervisors' duties is to listen to questions, suggestions, and problems and to provide an appropriate, effective response. They are not only to supervise but to make your thoughts and concerns known to upper management. We all benefit when you give your supervisor your cooperation and discuss issues openly with them.

## Your Introductory Period of Employment

It usually takes a period of time for new employees to get to know a new work environment and the people with whom they will be working. Similarly, an employer needs time to get acquainted with new employees and to find out how well they fit into a job for which they were hired. At AIP, this time is called an "introductory period."

The first three consecutive months of employment are considered to be an introductory period. Employee performance will be evaluated after 90 days' continuous employment.

## Full-Time and Part-Time Employees

Full-time regular employees work at least 35 hours per week and receive full benefits.

Part-time regular employees work at least 25 hours per week and receive full benefits.

Hourly employees work a minimum of 15 hours per week and not more than 35 hours per week.

Throughout the employee handbook the term regular employee will be used to denote only full-time and part-time employees.

## Your Normal Workweek

The normal work week for full-time, regular employees is 35 hours, Monday through Friday.

**Manhattan Operations:** The normal work day runs from 8:45 a.m. to 4:45 p.m., with one hour for lunch and two 15-minute breaks.

**Long Island Operations:** Includes two shifts. The day shift runs from 8:45 a.m. to 4:15 p.m., with 1/2 hour for lunch and two 15-minute breaks. The evening shift is from 5 p.m. to 10 p.m., with one 15-minute break.

Of course, business conditions and other factors may require that adjustments be made to these schedules from time to time. Also, the working hours of individual employees may need to be changed to address special business needs. However, in either of these circumstances, every effort will be made to provide employees with advance notice of changes in daily/weekly work schedules.

## Attendance and Punctuality

You were hired to perform an important function as part of our team. As with any group effort, cooperation and commitment from each individual is required if the Institute is to operate effectively. Therefore, regular attendance and punctuality are expected of all employees at AIP—it is your responsibility to AIP, your fellow employees, and to yourself.

We of course recognize that there may be times when your absence or lateness cannot be avoided, due to illness or another legitimate reason. In such cases, you are expected to telephone your supervisor before the start of your shift. You should call in every day that you are away from your job. Unreported absences may subject an employee to disciplinary action, up to and including termination. Three consecutive days of unreported absence will be regarded as a voluntary resignation.

Absences due to illness that exceed 5 days will require a doctor's certification that the employee is fully able to return to work prior to the employee's resumption of regular duties.

Consistent and/or pattern absenteeism or lateness cannot be tolerated because of the negative effect on the Institute, the employee's performance, and that of his or her co-workers.

The Institute's policy concerning compensation for time lost because of personal illness is to consider each case individually. The following factors will be taken into consideration: nature of illness, past attendance record, length of service with AIP, and recommendation by the supervisor.

## Paid Holidays

All regular employees are granted twelve paid holidays which may include one or more personal days.\* The holidays are:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Election Day (Presidential Only)
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Depending on what day of the week Christmas and New Year's are celebrated, two additional holidays are usually added during this period.

In November, the holiday schedule for the following year is announced. Holidays that occur during an employee's vacation are not charged against vacation time. Employees on leaves of absence, disability, or layoff are not eligible for holiday pay.

\*Personal days must be requested at least two days in advance. Such requests should be submitted to the employee's supervisor. Personal day requests that cannot be accommodated will be rescheduled to a mutually agreeable time. In no event may personal days be carried from one calendar year to the next.

## Vacations

Vacation time is provided to employees by AIP in recognition of the importance of uninterrupted periods of rest, relaxation, and time with family members. Accordingly, vacation time is to be used for vacation. It may not be "cashed in" by working during a vacation period. A maximum of 30 days may be carried over from one year to the next. Additional days not taken will be forfeited as of the next anniversary date.

Regular employees who have worked at AIP for at least six full months qualify for paid vacation on the following basis:

| Length of Service  | Vacation Time Earned   |
|--|--|
| ● Within the first year of employment at AIP   | ● One day of vacation a month determined by the employee's date of hire  |
| ● First anniversary through fifth anniversary (2nd, 3rd, 4th, 5th years of employment) | ● One and one-quarter days of vacation for each full month employed (15 vacation days for a full 12-month year worked) |
| ● Sixth year of employment and each year thereafter                                    | ● One and two-thirds days of vacation for each full month employed (20 vacation days for a full 12-month year worked)  |

Additional vacation days are awarded in recognition of special employee service anniversaries, as follows:

|   |   |
|---|---|
| Upon completion of <b>15</b> years of service | 5 days (must be taken before the 20th year) |
| Upon completion of <b>20</b> years of service | 10 days (before 25th year)                  |
| Upon completion of <b>25</b> years of service | 10 days (before retirement)                 |

Vacation schedules must be approved by the appropriate supervisor prior to any vacation. Supervisors are to consider schedules and business conditions for the requested vacation period and the length of service of the requesting employee.

Employees planning vacation time that includes a pay-day may receive an advance paycheck prior to the commencement of their vacation but subject to the employee's eligibility for vacation pay as described above. Requests must be submitted one month in advance to the Human Resources Division.

## Bonus Day

As an incentive to reduce sick days, all regular employees having a record of no sick time for a six-month period, from January through June, or from July through December, will receive a bonus day for each six-month period. This paid time off must be taken within the next six-months' period.

## Overtime

Employees are expected to work overtime when requested to do so by their supervisors. Overtime work is not permitted except when specifically authorized.

Overtime for eligible employees will be paid at the rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per week. Every effort will be made to provide advance notice when overtime is required.

## Your Paycheck

All employees are paid semi-monthly. Pay checks are distributed on the 15th and the last day of each month, except:

- When a payday falls on a Friday, Saturday, or Sunday, payroll checks will be distributed on the preceding Thursday.
- When a payday falls on a holiday, payroll checks will be distributed on the preceding working day and on the preceding Thursday if the holiday falls on a Monday.

Your paycheck includes all earnings including any overtime that is submitted on the Monday preceding a payroll deadline. Year-to-date earnings are itemized on the check stub.

If you are absent on payday, your paycheck will be held at the Human Resources Division. Upon your return to work you may pick up your pay at Human Resources.

**Direct Deposit:** The Institute offers all employees direct deposit to any bank that is a member of the American Banking Association. The Woodbury branch of Chemical Bank offers one year of free checking to all AIP direct depositors. For further information contact the Human Resources Division.

## Personnel Records

The Human Resources Division maintains appropriate records concerning your employment at AIP. It is important that you provide Human Resources with current information to update your personnel records, particularly in case of emergency and to ensure receipt of benefits.

Employees should immediately notify their supervisor or the Human Resources Division of any changes in:

- Name
- Address
- Telephone Number
- Marital Status
- Number of Dependents (For W-4 Use)
- Emergency Information



## Performance Reviews

Our policy is to pay fair and competitive wages in order to attract and retain quality employees. In addition, AIP periodically evaluates the performance of each employee. The Institute reviews staff employees annually. Trainees are reviewed more frequently.

Performance is rewarded based on merit. Our performance evaluation program gives you an opportunity to sit down with your supervisor to review how your work has progressed since your last review. During this evaluation, mutual goals for the future are discussed and what steps may be necessary to reach those goals.

While we have established a schedule for performance evaluation, this schedule is not intended to limit discussions of performance, goals, and/or objectives to those times. We urge you, as we urge our supervisors, to discuss any questions or problems related to your performance on an ongoing basis. We hope this type of communication will enhance your performance and our mutual success.

## Promotion

We believe that employees should have the opportunity to increase their knowledge, skills, responsibilities, and earnings. We encourage employees to seek advancement after one year of employment and we actively assist employees, where appropriate, in achieving this personal goal.

Advancement at AIP is based on merit. We attempt to reward hard work, ability, and skill. Based on diligence, performance, and consistency, the Institute will attempt to promote qualified employees to higher positions, whenever appropriate.

In selecting employees for available positions, we will consider past performance, supervisor's recommendations, background and qualifications, length of service, reliability, and prior demonstration of ability to accept additional responsibility.

## Employee Benefits Program

AIP provides an excellent, comprehensive employee benefits package to all eligible employees. The entire cost of providing these benefits is paid by AIP for each eligible employee. Included among the coverages in our insurance benefit program are: individual medical coverage, dental, vision, life insurance, travel and accident insurance, prescription drug, short and long term disability insurance, worker's compensation, and unemployment insurance. Employees are enrolled in these Group plans the first day of the month following employment.

Full descriptions of each of the above mentioned coverages are provided in separate benefit booklets and the policy certificates. The benefit booklets, summarizing each provided benefit, are distributed to all new employees upon employment by the Human Resources Division. Questions concerning eligibility, enrollment, coverage, and claims should also be directed to the Human Resources staff. Additional charges for family or dependent coverage are the employee's responsibility.

These benefits are briefly summarized below:

**Blue Cross/Blue Shield 21/180 Hospital Program**—The plan offers 21 days of full coverage and additional 180 days of care at 50% coverage.

**Major Medical Insurance – Teacher's Insurance and Annuity Association (TIAA)**—This insurance provides financial assistance for employees and their eligible dependents in cases of illness. The maximum amount payable for each individual is \$1,000,000. These benefits apply after the Blue-Cross Blue-Shield benefits have been applied for. A \$100 deductible each calendar year must be satisfied. The plan will then pay 80% of the remaining allowable balance. See TIAA pamphlet for exceptions.

**Health Maintenance Organizations (HMO)**—As an alternative to the plans above, the Institute offers six Health Maintenance Organization plans:

CHOICE CARE  
HEALTHNET  
HIP CHOICE  
HIP/HMO  
OXFORD  
US HEALTH CARE

These plans provide wrap-around coverage consisting of basic hospital, surgical, and medical coupled with major medical under a single carrier.

**Prescription Drug Plan – Prescription Card System (PCS)**—Under this plan eligible employees may purchase prescription drugs at participating pharmacies for \$1.00 (generic drugs) or \$3.00 (non-generic).

**Dental Care Plan (Equicor)**—The Dental Plan will pay 80% on all diagnostic and preventive care. After a deductible of \$100 per person, 80% of allowable charges for routine visits and care, and 50% of allowable charges for more involved procedures will be paid.

**Vision Care Plan (Equicor)**—The Vision Care Plan allowances are reimbursed on a pre-determined schedule of benefits for eye examinations, lenses, frames, and contacts. Benefits for examinations, lenses, or contacts are paid once in a 12-month period. Benefits for frames are paid once in a 24-month period.

**Life Insurance and Accidental Death and Dismemberment Benefits (Teacher's Insurance and Annuity Association)**—The Institute has a Group Life Insurance plan. The Policy benefits are equal to two times each employee's annual salary, rounded up to the next higher \$1,000. The maximum benefit provided is \$225,000. Benefits under the accidental death and dismemberment provisions are the same as Group Life Insurance.

**Disability Insurance (Traveler's)**—All regular employees in New York State are eligible for disability benefits in accordance with New York State law. Eligibility for this insurance commences following more than seven consecutive working days of sickness or disability provided a doctor has completed the necessary disability form. The Institute wage continuation policy if eligible (see below) will go into effect. A sick or disabled employee is eligible to continue receiving half of his or her salary up to a designated weekly maximum for a period of 26 weeks. When coverage under this plan is exhausted for someone who is eligible, the Institute's total disability plan (Teacher's Insurance Annuity Association) can be applied for.

**Total Disability (Teacher's Insurance and Annuity Association)**—The Disability Income Program assures you of a continuing monthly income if sickness or accident prevents you from working for a long or an indefinite period. All regular employees who have completed one year of continuous service or were insured under a prior employer's group long term disability insurance policy are eligible for total disability, paying 60% of your monthly wage base not to exceed a benefit of \$5,000 per month during total disability.

**Wage Continuation Policy**—All regular employees who have completed one full year of continuous service and become disabled are eligible for wage continuation. You will receive one week's pay for each year of continuous service. Wage continuation will be coordinated with State short-term disability. Payments recoverable under the State's short-term disability program are paid to the Institute while wage continuation is in effect.

**Worker's Compensation (Liberty Mutual)**—Injuries sustained on the job should be reported immediately to the supervisor. During absence from work resulting from such an injury, an employee is eligible for sick time or may be eligible for wage continuation (see above) after which Workers' Compensation payments will be made until normal employment is resumed. Human Resources should always be informed of job-related accidents.

**Unemployment Insurance**—Under certain circumstances, employees who are terminated by the Institute may be eligible for New York State unemployment benefits. The Human Resources Division can provide further details.

**Personal Accident Insurance (Patterson & Associates)**—You may purchase a Personal Accident Insurance Plan which provides accident insurance only, independent of any other insurance coverage. Contact the Human Resources staff for further information and rates.

**Travel Insurance**—Employees required to travel on business for the Institute are covered for accident or death while traveling. The amount of the Insurance coverage depends upon the individual's salary.

## **Retirement and Savings Plan**

**Retirement Plan (Teacher's Insurance and Annuity Association)**—The TIAA-CREF retirement plan is a defined contribution, money purchase retirement plan, which provides lifetime retirement income for participants. All regular employees are eligible to participate in the TIAA-CREF retirement plan after fulfilling one of the required conditions:

Participation—after three years of continuous Institute service at any age or after one year of service and attainment of age 26.

Contributions of 10% of annual salary are made by the Institute. These contributions are vested immediately. Monthly pensions are paid when the employee retires.

Employees eligible to participate will be contacted by a representative of the Human Resources Division at the appropriate time.

**Tax Deferred Annuity (Teacher's Insurance and Annuity Association)**—TIAA-CREF Supplemental Retirement Annuity (SRA) is available to all regular employees upon employment. A maximum of 20% of salary may be tax deferred.

**401(k) Tax Advantaged Savings Plan (Connecticut General Life Insurance Company)**—CIGNA tax advantaged savings plan is available to all regular employees after one year of employment. A maximum of 15% of salary may be contributed.

**U.S. Savings Bonds**—The Institute participates in the U.S. Treasury Savings Bond Payroll Savings Plan. Any regular employee may purchase U.S. Savings Bonds through payroll deduction.

Contact the Human Resources staff if you have questions regarding the above plans.

## **Tuition Reimbursement**

The Institute will pay part of the tuition fees for approved courses taken by eligible employees. To be eligible, you must have worked for AIP for at least six months as a regular employee.

Approved courses include those that are pertinent to your work, that lead towards a degree at an accredited school, or that are taken to fulfill matriculation requirements.

The employee must obtain a passing grade to be reimbursed for 75% of tuition expenses and registration fees up to a maximum of \$2,500 per school year (from September through August).

Forms and further information can be obtained from the Human Resources Division.

## **Employee Referral**

Any employee who refers an applicant who becomes a regular full time employee and is employed for at least three continuous months will receive a referral fee of \$200. Regular part-time employees receive a reference fee of \$100. This bonus will be paid following the applicant's successful completion of the three month introductory period.

## **Employment of Relatives**

Having members of the same family employed by the Institute can be a positive factor adding to the strength of the staff and is encouraged except as set forth below.

1. No relatives may be employed in the same section.
2. No relatives may be employed in positions such that one has supervision, directly or indirectly, over the other, or has any influence or appearance of influence over the other's employment, promotion, salary, or other related management or personnel actions.

## **Jury Duty**

Jury duty is a civic responsibility. If you are required to serve on a jury on a scheduled work day, you will receive your regular pay from AIP for hours you are not able to work because of the time served on jury duty. To be reimbursed, you must present the court check stub to the Human Resources Division. You must reimburse AIP for the allowance you receive from the Court less the travel payments.

## **Bereavement Leave**

Regular employees are eligible for paid bereavement leave for up to three working days in the event of a death in an employee's immediate family and one day for all others.

Immediate family for the purpose of this policy shall be defined as spouse, children, parents, grandparents, grandchildren, sisters, brothers, and parents-in-law. Where a question arises, appropriate documentation must be submitted to the employee's supervisor to receive pay for bereavement leave.

## **Personal Leave of Absence**

Under extenuating circumstances, a personal leave of absence up to a maximum of 90 days may be granted without pay to regular employees who have completed at least six months of employment. Requests for a personal leave of absence must be presented to your supervisor at least three weeks in advance, whenever possible. Such requests will be evaluated on the basis of staffing requirements, the reason for the leave, your performance and attendance record, and other appropriate business considerations. You will accumulate no service time during a leave of absence and your re-employment may not be guaranteed.

Requests for a personal leave of up to five days may be granted by the employee's Supervisor and Division Manager. Request for a leave of greater than five days must be approved in advance by the Branch Director and Director of Human Resources. An extension of up to 30 days may be approved under the most compelling of circumstances.

During a personal leave of absence the Institute's contribution to the retirement plan, which is tied into salary, will not be contributed. You will be covered by AIP's insurance plans (at no cost to you). If you are currently paying for dependent coverage, you must reimburse AIP for continuation of this coverage during the leave period.

## **Disability Leave of Absence**

Regular employees will be eligible for a disability leave of absence due to illness, injury, or maternity.

You should complete a disability form and return it to the Human Resources Division. This notice includes a doctor's certificate stating the nature of the disability, the date disability commences, and the expected date of your return to work.

You will be permitted to use accrued and unused vacation time prior to the commencement of an approved disability leave. Unused sick time will be applied, to the extent available, at the beginning of the leave of absence. Return to work from a disability leave of absence cannot be guaranteed.

When you are able to return to work, you should give the Human Resources Division at least two weeks' notice. Accompanying such notice must be a physician's release that includes an understanding of the nature of your job and duties, and a date when you are able to return.

AIP will attempt to return an employee to the same or similar position at the same or similar salary held prior to the leave of absence but subject to current business requirements.

Failure to notify the Human Resources Division of your availability for work, failure to return to work when called by AIP, or continued absence beyond the maximum leave duration allowed by AIP will be deemed a voluntary resignation of employment.

During your disability leave, you will be covered by AIP's insurance plans (at no cost to you). If you are currently paying for dependent coverage, you must reimburse AIP for continuation of this coverage.

## **Military Leave of Absence**

If you enter the military service of the United States, you are eligible for an unpaid military leave of absence. Present the Human Resources Division with a copy of your service papers as soon as you receive them.

During your absence, your length of service accumulates and, upon application within ninety days from date of discharge from military service, you will receive the current rate of pay and other benefits which have improved during your absence.

If you are recalled to attend yearly Reserve or National Guard duty, you will be granted a temporary military leave of absence. You should give your supervisor and Human Resources as much advance notice as possible so that we can have proper coverage while you are away. In addition, if you are in the Reserves or National Guard and have completed your introductory period before commencing the reserve duty, the Institute will pay the difference between your service pay and your basic earnings for a maximum period of two weeks per year. Proof of reserve pay is required in order to enable the Institute to pay you accordingly.

## **Sexual Harassment**

It is the policy of the American Institute of Physics to prohibit harassment of any employee on the basis of sex.

While it is not easy to define precisely what harassment is, it certainly includes unwelcome sexual advances, requests of sexual favors, and other verbal or physical conduct of a sexual nature such as uninvited touching or sex-related comments.

Any employee who feels subjected to sexual harassment should immediately report the matter to the Director of Human Resources. Violations of this policy may result in disciplinary action up to and including discharge.

## General Rules of Conduct

As we are all aware, rules and regulations are essential to the general safety and welfare of our employees and to the efficient operation of our Institute. The following rules have been established for everyone's guidance while employed at AIP. This list of rules is not intended to be all-inclusive, since it is impossible to determine all the circumstances which may arise. However, these rules will provide illustrative standards by which employees should conduct themselves.

The procedure for handling discipline may include verbal warning, written warning, suspension without pay, and termination of employment.

The following are examples of unauthorized behavior:

- Insubordination
- Foul or abusive language
- Use or possession of intoxicants or drugs on or off AIP's premises during work hours; reporting to work while under the influence of intoxicants or drugs
- Sleeping on the job
- Fighting on the job or the threat of bodily harm to others while on the job
- Misuse or damage to Institute material or equipment or to the material or equipment of another employee
- Unauthorized removal of property belonging to the Institute or another employee
- Carelessness endangering the safety of oneself or others
- Constant pattern of tardiness or absenteeism without authorization
- Misbehavior including but not limited to: horseplay, intimidating fellow employees, making malicious statements about fellow employees or about the Institute, misuse of confidential information, falsifying records, and illegal conduct.

- Violation of safety or other operating rules. (A positive attitude for the safety of your fellow employees and yourself must be observed at all times.) This includes the use of proper safety equipment and the reporting of any unsafe practice to your supervisor
- Carrying or possessing weapons of any kind on Institute property
- Parking in non-designated areas
- Unauthorized use of Institute telephones
- Solicitation of any kind by an employee of another employee while either is on working time

## Miscellaneous

**Bulletin Boards**—Important business notices and items of general interest are continually posted by Management on our employee bulletin boards at all locations. Make it a practice to review them frequently. This will assist you in keeping up with what is current at AIP. Employees are not permitted to post material on the bulletin board or elsewhere in AIP facilities without proper authorization from the Human Resources Division.

**Identification Badge**—You will be issued an employee identification badge. Admission to the buildings is limited to employees properly displaying identification badges. For security reasons, you are expected to wear your badge on the outside of your clothing while at work. If you lose your badge, report it to your supervisor.

**Inside AIP**—This newsletter, published monthly, is distributed to all staff.

**Lunchrooms**—The Institute maintains a lunchroom at each of its four locations. Free coffee and tea service is provided during lunchtime and during morning and afternoon coffee breaks. New York employees must arrange their one-hour lunch time, at the discretion of their supervisors, between the hours of 12:00 noon and 2 p.m. Long Island employees must take their half-hour lunch time, arranged at the discretion of their supervisors, between 11:45 a.m. and 1:15 p.m.

**Personal Visits and Telephone Calls**—Due to the nature of our business, any personal visits or telephone calls during your work hours are prohibited. Should an emergency arise, your family or friends should be directed to contact the Human Resources Division and someone there will arrange that you be notified. Any personal telephone calls should be made during break periods.

**Weather (Closing of AIP)**—The Institute monitors all hazardous weather conditions. When a decision for closing or late arrival is made, the telephone relay list for each division is activated. All employees will be notified as early as possible.

## Solicitation/Distribution

We believe that employees should not be disturbed or disrupted in the performance of their job duties. For this reason solicitation of any kind by an employee of another employee is prohibited while either person is on working time. Solicitation of any kind by non-employees is prohibited at all times.

Distribution of advertising material, hand bills, printed or written literature of any kind in working areas of our Institute is prohibited at any time. Distribution of literature by non-employees on Institute premises is prohibited at all times.

## Off-Duty Access

For your protection and safety, you are not permitted to enter the interior of our facilities or exterior work areas at any time when you are not scheduled to work.

## Good Housekeeping

Good housekeeping not only improves the appearance of our facilities, but also prevents fires, accidents, and personal injuries. You are responsible for keeping your work area clean and neat at all times. AIP counts on you to keep our work environment clean and safe. We urge you to discard all garbage in the receptacles provided throughout our buildings.

Our mutual effort in keeping AIP's work environment clean and professional in appearance at all times will make our time at work safer and more enjoyable.



## **Smoking Policy**

Smoking is permitted in designated areas only. Smoking is prohibited in restrooms, photocopying areas, elevators, storage rooms, etc. and all other areas accessible to the public.

## **Safety First**

AIP maintains an active safety program. Your cooperation is a vital part of this program to protect you, your fellow employees and our visitors from injury. The following are some safety rules we would like you to pay particular attention to:

- Immediately report any condition or practice that appears unsafe to your immediate supervisor.
- Operate only equipment that you are trained and authorized to use.
- Observe regulations which permit smoking and eating only in certain designated areas of our buildings.
- Do not block fire corridors or fire exit doors. Furniture, equipment, or electric cords may not be stored in front of exit doors.
- Familiarize yourself with the location of fire extinguishers in all areas of our building.
- Approach walkways and intersections carefully. Do not run in the building.
- Drive cautiously in AIP parking areas.
- Become familiar with emergency evacuation procedures.
- Wear safety gear where necessary.
- Do not bring unauthorized visitors or children into our building.
- Immediately report all injuries incurred by yourself, fellow employees, or visitors, however slight, to your supervisor, and the Human Resources Division. They will assist in arranging for appropriate medical attention.

## **If You Must Leave Us**

Your employment with AIP is not for any stated period, and you may resign at any time. Similarly, AIP may terminate the employment relationship at any time. We understand there may be circumstances which may necessitate the conclusion of your employment with us. We request that you provide your supervisor with as much advance notice as possible but at least 10 working days prior to your departure. Your thoughtfulness will be appreciated and will be noted favorably on your employment records.

## **A Few Closing Words**

The information in this handbook is general in nature. Should questions or discrepancies arise, established procedures will be consulted for complete details. The policies, benefits, and rules contained in this handbook may be changed, improved, or deleted at any time.

Again, welcome to AIP. Please speak to your supervisor or the Human Resources staff if you have questions which are not answered by this handbook.

## Receipt of Employee Handbook

I have received and reviewed a copy of the AIP Handbook. I agree to abide by the rules and regulations contained therein. I understand the rules, policies, and benefits contained in the Employee Handbook may be changed, modified, or deleted at any time. I understand that neither this handbook nor any other communication by a management representative is intended to create, in any way, a contract of employment. However, I do recognize that all members of management are dedicated to ensuring that discipline, including dismissal, is administered fairly and uniformly.

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Date

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Signature

## INDEX

- absence, 9, 13, 27
- access to facilities, 29, 30
- accident insurance, 16, 17, 19
- accidents—job related, 18
- advance paycheck, 12
- AIP locations, 2
- attendance, 9
- benefit booklets, 16
- benefit program, 16–19, 23, 24
- bereavement leave, 22
- Blue Cross/Blue Shield hospital program, 16
- bonus day, 12
- breaks, 8
- bulletin boards, 29
- Career Placement Division, 3
- carry-over of vacation days, 11
- Chemical Bank, 13
- Choice Care, 17
- cleanliness, 30
- closing of Institute, 29
- coffee and tea, 29
- complaints, 6
- conduct, rules of, 27–28
- corporate associate members, 2, 4
- day shift, 8
- death in family, 22
- dental care plan (Equicor), 16, 17
- direct deposit, 13
- disability, 10, 16, 18, 24
- discipline, 27
- early dismissal, 29
- Education Division, 3
- Education & Employment Statistics Division, 3
- employee questions, suggestions, and complaints, 6
- employee referrals, 21
- equal opportunity employment, 5
- evening shift, 8
- family or dependent coverage, 16, 23, 24
- fire procedures, 31
- 401(k) tax advantaged savings plan, 20
- free checking, 13
- full-time employee, 8
- function of AIP, 3
- Handbook*, purpose of, 1
- health maintenance organizations (HMO's), 17
- Healthnet, 17
- HIP Choice, 17
- HIP/HMO, 17
- history of AIP, 2
- History of Physics Archives, 4
- holidays—paid, 10
- holiday schedule, 10
- housekeeping, 30
- ID badges, 29
- illness, 9
- Immigration Reform and Control Act, 5
- injuries, 18, 31
- INS Form I-9, 5
- INSIDE AIP*, 29
- insubordination, 27
- insurance, 16–19, 23, 24
- intoxicants or drugs, 27
- introductory period of employment, 7
- jury duty, 22
- layoff, 10
- leaves of absence, 10, 23–25
- life insurance, 16, 17
- lunch, 8
- lunchrooms, 29
- Major Medical insurance (TIAA), 16
- medical coverage, 16
- medical plans, 16–17
- members of AIP, 2
- military leave of absence, 25
- misuse of Institute equipment, 27
- Niels Bohr Library, 4
- nondiscriminatory policy, 5
- open-door policy, 6
- organization of AIP, 2
- overtime, 12
- Oxford, 17
- parking, 28
- part-time employee, 8
- paycheck, 12, 13
- paycheck stub, 13
- paydays, 13

payroll deduction, 20  
pension, 20  
performance evaluation, 7, 15  
personal days, 10  
personal leave of absence, 23  
personnel records, 14  
Physics History Division, 4  
policy and benefit changes, 1  
prescription card, 17  
prescription drug plan, 16, 17  
promotions, 15  
Public Information Division, 3  
publishing activities, 3  
punctuality, 9, 27  
  
regular employee, 8  
relatives, employment of, 21  
Reserve or National Guard duty, 25  
resignations, 9, 24, 32  
retirement plan, 20  
reviews, 7, 15  
  
safety procedures, 27, 28, 31  
salary deduction, 20  
savings plans, 20  
scheduling vacation days, 12  
sexual harassment, 26  
sick time policy, 9  
Sigma Pi Sigma, 2, 3  
smoking, 31

Society of Physics Students, 2, 3,  
solicitation/distribution, 28, 30  
staff size, 2  
Statistics Division, 3  
suggestions, 6  
supervisor relations, 6, 7, 12, 15, 23, 25, 32  
  
tax deferred annuity, 20  
telephone relay list, 29  
telephone use, 28, 29  
termination, 27, 32  
TIAA-CREF retirement plan, 20  
total disability, 18  
travel insurance, 16, 19  
tuition reimbursement, 21  
  
unemployment insurance, 16, 19  
U.S. savings bonds, 20  
unreported absence, 9  
US Health Care, 17  
  
vacation policy, 11-12  
vision care plan (Equicor), 17  
visitors, 29, 31  
  
W-4 form, 14  
wage continuation policy, 18  
workday, 8  
worker's compensation, 16, 18  
workweek, 8

21 JUN 90



June 1990

TO: All Employees of AIP  
FROM: T. C. Braun *TCB*  
SUBJECT: NEW EMPLOYEE HANDBOOK

Enclosed is your copy of AIP's newly revised Employee Handbook. As you will see, it is 3-hole punched for insertion in your Employee Handbook looseleaf.

We hope you will take the time to read through the handbook to familiarize yourself with AIP's overall policies and practices. Much of the material in the handbook will be familiar, but some parts have been significantly revised, especially in the Vacation, Sick Leave and Benefits sections.

Finally, the last page of the Handbook requires your signature indicating you have received and read the Handbook. **In accordance with new personnel procedures, we must ask that you do so, returning the signed page to us no later than two weeks after receiving this handbook.**

Please feel free to call the Personnel Division if you have any questions.



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Please feel free to call the Personnel Division if you have any questions.

# Employee Handbook

**AMERICAN  
INSTITUTE  
OF PHYSICS**

Revised March 1990

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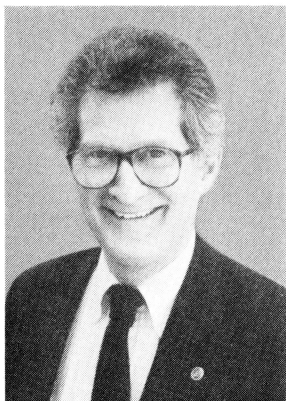
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## TO AIP STAFF MEMBERS

The organization of which you are a part, the American Institute of Physics, is the world's largest publisher of physics research literature. It also contributes in many ways to the education of students and the public—for instance, by producing radio and television reports on science and by managing the Society of Physics Students, a nationwide set of college physics clubs. AIP conducts surveys to monitor the state of physics education and employment in the United States, and it carries out research in the history of physics. In these and many other ways, AIP reaches out to serve the community of physicists and astronomers and to serve the public.



As an AIP staff member, you are contributing, directly or indirectly, to these important goals. A career at AIP is a career of service to science and society.

This booklet provides you with an introduction to AIP and its personnel policies and benefits. Keep it handy for future reference. Whenever you need more detail or the answer to a question that is not answered in this booklet, please consult your supervisor or the Personnel Division.

One of the pleasures of my job is getting to meet AIP employees, new and old, in order to exchange ideas on how AIP can function better. Communication among all of us is the key to improved performance and greater job satisfaction.



Kenneth W. Ford  
Executive Director  
and CEO



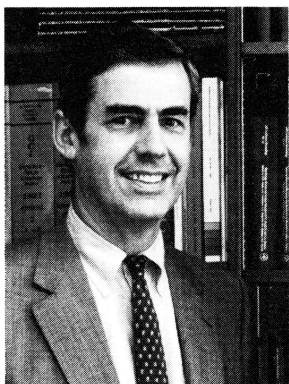
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& ADMINISTRATIVE OFFICER**  
—ARTHUR T. BENT

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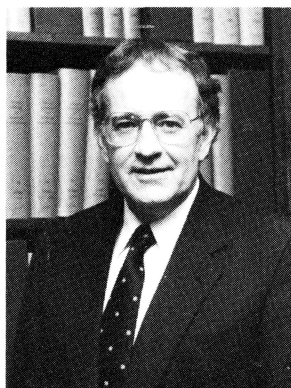


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## TABLE OF CONTENTS

|  |    |
|--|----|
| About This Handbook                    | 1  |
| AIP History and Organization           | 2  |
| AIP Activities and Programs            | 3  |
| Equal Opportunity in Employment        | 5  |
| Immigration Reform and Control Act     | 5  |
| Questions, Suggestions, and Complaints | 6  |
| You and Your Supervisor                | 7  |
| Your Introductory Period of Employment | 7  |
| Full-Time and Part-Time Employees      | 8  |
| Your Normal Work Week                  | 8  |
| Attendance and Punctuality             | 9  |
| Attendance Incentives                  | 9  |
| Sick Leave                             | 10 |
| Sick Leave Accrual                     | 10 |
| Paid Holidays                          | 11 |
| Personal Days                          | 12 |
| Vacations                              | 13 |
| Service Awards                         | 14 |
| Overtime                               | 15 |
| Your Paycheck                          | 15 |
| Personnel Records                      | 16 |
| Performance Reviews                    | 17 |
| Staff Development and Advancement      | 18 |
| Tuition Assistance Plan                | 19 |
| Employee Assistance Program            | 20 |
| Employee Benefits Program              | 21 |
| Flexible Spending Account              | 25 |
| Retirement and Savings Plan            | 26 |
| Employee Referral                      | 27 |
| Employment of Relatives                | 27 |
| Jury Duty                              | 28 |
| Bereavement Leave                      | 28 |
| Personal Leave of Absence              | 29 |
| Disability Leave of Absence            | 30 |
| Military Leave of Absence              | 31 |
| Sexual Harassment                      | 32 |
| General Rules of Conduct               | 33 |

|                              |    |
|------------------------------|----|
| Miscellaneous                | 35 |
| Solicitation/Distribution    | 37 |
| Off-Duty Access              | 37 |
| Good Housekeeping            | 37 |
| Safety First                 | 38 |
| Smoking Policy               | 39 |
| Drug-Free Workplace Policy   | 39 |
| If You Must Leave Us         | 40 |
| A Few Closing Words          | 40 |
| Receipt of Employee Handbook | 41 |

## **About This Handbook**

We want your job experience to be rewarding and enjoyable, and we believe the more you know about the Institute, the more satisfaction you can derive from your job.

With this in mind, we have prepared this Employee Handbook to help you become acquainted with the Institute, its personnel policies, and the benefits offered to you as an employee. Please review the handbook carefully and keep it for future use.

Due to government regulations and the changing demands of our operations, from time to time we may modify these policies and benefits. This handbook contains guidelines for the Institute's use. Its terms should not be regarded as contractual in nature. We will attempt to keep you up to date regarding changes that affect you.



## AIP History and Organization

The American Institute of Physics is a not-for-profit membership corporation chartered in New York State in 1931 for the purpose of promoting the advancement and diffusion of the knowledge of physics and its application to human welfare.

Today, the Institute has a staff of over 500 people handling its various services for approximately 89,000 members of 10 member societies. In addition, over 7,600 students in more than 545 colleges and universities are members of the Institute's Society of Physics Students. This includes the honor society component Sigma Pi Sigma. Industry is represented through some 110 Corporate Associate members.

The Institute celebrated its fiftieth anniversary in 1981, and continues to grow in size and scope. It now occupies office space in its own building at 335 East 45th Street and additional rental space on the 37th floor of Grand Central Towers, 140 East 45th Street, New York City. AIP's publishing center is located at 500 Sunnyside Boulevard in Woodbury with additional rental space at Executive Plaza, 255 Executive Drive, in Plainview, Long Island. AIP also maintains two small Washington offices at 1825 Connecticut Ave. N.W. and at 2000 Florida Ave. N.W., Washington, D.C. Four member societies maintain offices in space provided by AIP.

## AIP Activities and Programs

The Institute provides publishing and other services for 10 member societies, collects dues, provides financial services, handles subscription fulfillment for 76 publications, mails ballots, announcements, and prepares membership directories. It also publishes its own journals, translates and publishes Soviet and Chinese journals, and publishes books, conference proceedings, and special reports.

The American Institute of Physics is best known for its extensive publishing operation. Over a fifth of the world's physics research literature is published by AIP and its member societies. By adopting appropriate up-to-date publishing techniques, the Institute ensures that current physics and astronomy research papers are widely distributed promptly and economically. As well as publishing original papers, AIP prepares and distributes various current physics information products to assist scientists in finding and retrieving the research contributions relevant to their work.

AIP's monthly magazine, *Physics Today*, goes to 100,000 subscribers, including many overseas. A new magazine/journal, *Computers in Physics*, was launched in late 1987 and is proving successful.

The Public Information Division provides the press, radio, and television with information concerning developments in physics and astronomy. It operates press rooms at society meetings, provides science news reports for TV and radio programs, prepares special news releases, distributes booklets in response to requests, and is a clearing house for current information about physics and physicists.

The Institute assists those interested in a physics career by publishing guidance booklets through its Education Division. The Society of Physics Students, with its honor component, Sigma Pi Sigma, is part of this division.

The Career Placement Division provides physicists with information about career opportunities and placement service while the Education and Employment Statistics Division carries out statistical studies.

The Physics History Division includes the Niels Bohr Library and the History of Physics Archives. It preserves and catalogs documents relevant to the history of physics in the United States and provides public exhibits featuring the history of physics.

As well as specific programs mentioned above, the Institute maintains a liaison with industry, through the AIP Corporate Associates activities and with other outside scientific and publishing organizations.

## **Equal Opportunity in Employment**

The American Institute of Physics is an equal opportunity employer. We believe that every employee has the right to be treated with dignity and respect. Accordingly, we will not discriminate on the basis of age, race, creed, color, sex, national origin, citizenship, disability, or marital status. Our management team is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, layoffs, termination, recruitment, advertising, rates of pay or other forms of compensation, selection for training, and general treatment during employment.

## **Immigration Reform and Control Act**

In accordance with the Immigration Reform and Control Act of 1986, it is the Institute's policy to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit proof of their identity and employment authorization. Employees will also be required to complete and sign, under oath, Immigration and Naturalization Service Form I-9. Form I-9 requires you to attest that you are authorized to work and the documents submitted are genuine.

If you are authorized to work in this country for a limited period of time, before the expiration of that period you will be required to submit proof of your employment authorization and sign another Form I-9 in order to remain employed by the Institute.

## **Questions, Suggestions, and Complaints**

The best way to develop a rewarding and enjoyable work environment is through open, honest, and direct communications about all aspects of our jobs. There are times when each of us has a question, comment, or problem that needs to be addressed. The AIP policy is simple. Ask it; suggest it; or let us know about it.

The Institute encourages you to bring your questions, suggestions, and complaints to management's attention. Everyone will receive careful consideration and a timely response. When many people work together, situations may be viewed differently. While no one can guarantee that you will always receive the answer you want, we will attempt to provide fair consideration to any question, suggestion, or complaint that may arise.

When you have a problem or a question, you should discuss the situation with your supervisor. You and your supervisor work together on a daily basis, and our experience has shown that many problems can be effectively resolved at this level. We encourage you to speak openly and honestly with your supervisor.

If you still feel that your problem has not been dealt with fully, or if for some reason you feel uncomfortable discussing the matter with your supervisor, discuss your concern with your Division Manager or Branch Director, or the Director of Human Resources or his/her designee. The officers of the Institute, including the Executive Director, maintain an open-door policy. They are glad to hear from employees with special suggestions or concerns.

As you can see, we are anxious to hear from you on any subject and look forward to working with you to address your concerns. We want you to have every opportunity to discuss your problems freely and have you feel that you have been treated fairly.

## **You and Your Supervisor**

Your supervisor is a vital part of our management team and will have more to do with your welfare and development than any other person in our organization. Your supervisor is directly involved in planning work schedules, ensuring the quality of your work, and providing you with whatever assistance you may need. Further, your supervisor will explain your new job responsibilities, introduce your fellow employees, show you where things are, and periodically evaluate and advise you of your work performance.

An important aspect of supervisors' duties is to listen to questions, suggestions, and problems and to provide an appropriate, effective response. They are not only to supervise but to make your thoughts and concerns known to upper management. We all benefit when you give your supervisor your cooperation and discuss issues openly with him or her.

## **Your Introductory Period of Employment**

It usually takes a period of time for new employees to get to know a new work environment and the people with whom they will be working. Similarly, an employer needs time to get acquainted with new employees and to find out how well they fit into a job for which they were hired. At AIP, this time is called an "introductory period."

The first three consecutive months of employment are considered to be an introductory period. Employee performance will be evaluated during the 90 day period.

## Full-Time and Part-Time Employees

Full-time regular employees work at least 35 hours per week and receive full benefits.

Part-time regular employees work at least 25 hours per week and receive full benefits.

Hourly employees work a minimum of 15 hours per week and not more than 35 hours per week.

Throughout the employee handbook the term regular employee will be used to denote only full-time and part-time employees.

## Your Normal Work Week

The normal work week for full-time, regular employees is 35 hours, Monday through Friday.

**Manhattan Operations:** The normal work day runs from 8:45 a.m. to 4:45 p.m., with one hour for lunch and two 15-minute breaks.

**Long Island Operations:** Includes two shifts. The day shift runs from 8:45 a.m. to 4:15 p.m., with 1/2 hour for lunch and two 15-minute breaks. The evening shift is from 5 p.m. to 10 p.m., with one 15-minute break.

**Washington Operations:** The normal work day runs from 8:45 a.m. to 4:45 p.m., with one hour for lunch and two 15-minute breaks.

Of course, business conditions and other factors may require that adjustments be made to these schedules from time to time. Also, the working hours of individual employees may need to be changed to address special business needs. However, in either of these circumstances, every effort will be made to provide employees with advance notice of changes in daily/weekly work schedules.

## Attendance and Punctuality

You were hired to perform an important function as part of our team. As with any group effort, cooperation and commitment from each individual are required if the Institute is to operate effectively. Therefore, regular attendance and punctuality are expected of all employees at AIP—it is your responsibility to AIP, your fellow employees, and to yourself.

We of course recognize that there may be times when your absence or lateness cannot be avoided, due to illness or another legitimate reason. In such cases, you are expected to telephone your supervisor before the start of your shift. You should call in every day that you are away from your job. Unreported absences may subject an employee to disciplinary action, up to and including termination. Two consecutive days of unreported absence will be regarded as a voluntary resignation.

Consistent and/or pattern absenteeism or lateness cannot be tolerated because of the negative effect on the Institute, the employee's performance, and that of his or her co-workers.

## Attendance Incentives

All regular employees with a record of no sick leave (including absence due to job related illness or injury) for a six-month period (January through July, or July through December) will receive a bonus day for each such six-month period. This paid time off must be taken within the next six-month period.

AIP will award a cash incentive bonus of \$200 to each regular employee with no more than two sick days during the calendar year (1 January through 31 December). New employees will be eligible for this cash incentive only for a full calendar year of employment.

## Sick Leave

AIP will compensate all eligible regular employees (those employed for two months or more and working 25 hours or more per week) for up to ten days lost due to illness in each calendar year.

During the first calendar year of employment, eligibility for sick leave compensation is based on length of service, calculated as follows: *after two months*, you are eligible for one day per month remaining in the calendar year. *Note:* to receive credit for a full month, you must be hired on or before the 15th day of that month. (Examples: hired 12 January, you have 10 days for the year; hired 21 May, you have 5 days for the year; hired 2 September, you have 2 days for the balance of the calendar year.)

Within these limits, sick leave is compensated for your own personal illness or for the illness of your child or other dependent living with you, if no one else is available to care for that person.

You are expected to notify your supervisor as early in the day as possible on the first day of sick leave. Absences due to your own illness exceeding five days will require a doctor's certification that you are fully able to return to work prior to your resumption of regular duties.

## Sick Leave Accrual

For all regular employees, on the first day of each year, unused sick days from the preceding year will be credited to a sick leave accrual account. A maximum of 130 days (6 months) of sick leave may be accumulated in this account.

Any unused vacation leave in excess of 30 days will also be converted to sick leave and credited to the sick leave accrual account on the first day of each year (See VACATION).

Accrued sick leave may be used only for illnesses or injuries resulting in absences of seven or more consecutive work days (i.e., disability leave). In addition, this accrued sick leave may be used only after all 10 sick days have been exhausted in that calendar year.

## Paid Holidays

All regular employees are granted twelve paid holidays which may include one or more personal days (see Personal Days). The holidays are:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Election Day (Presidential Only)
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Depending on the day of the week Christmas and New Year's are celebrated, two additional holidays may be added during this period.

Employees who are absent without authorization (i.e., vacation or sick) on the day preceding or following a holiday are not eligible for holiday pay.

The holiday schedule for the following year is announced in November. Holidays occurring during an employee's vacation are not charged against vacation time. Employees on leave of absence, disability or layoff are not eligible for paid holidays.

## Personal Days

Depending on the number of official holidays in a calendar year, one or more additional personal days are given to complete the 12-day total. (This is shown on the holiday schedule.)

Personal days must be requested at least two days in advance, from your supervisor. Personal day requests that cannot be accommodated will be rescheduled to a mutually agreeable time. No personal days may be carried over into the following calendar year.

As a new employee you are eligible for a personal day after two months of employment. In a year with two personal days on the holiday schedule, new employees hired between 1 January and 30 June are eligible for both days; those hired between 1 July and 31 December are eligible for one day, subject to the two-month waiting period mentioned above.

## Vacations

Vacation time is provided to employees by AIP in recognition of the importance of uninterrupted periods of rest, relaxation, and time with family members. Accordingly, vacation time is to be used for vacation. It may not be "cashed in" by working during a vacation period. A maximum of 30 days may be carried over from one year to the next. All vacation days in excess of 30 will be credited to your sick leave accrual account (see Sick Leave Accrual), except as described under "Exceptions," below.

Regular employees who have worked at AIP for at least six full months qualify for paid vacation on the following basis. *Note:* To receive credit for a full month, you must be hired on or before the 15th day of that month.

### Length of Service

- Within the first year of employment at AIP
- First anniversary through fifth anniversary (2nd, 3rd, 4th, 5th years of employment)
- Sixth year of employment and each year thereafter

### Vacation Time Earned

- One day of vacation per month determined by the employee's date of hire
- One and one-quarter days of vacation for each month employed (15 vacation days for a full 12-month year worked)
- One and two-thirds days of vacation for each full month employed (20 vacation days for a full 12-month year worked)

Hourly in-house employees who work a minimum of 15 hours per week and have worked at AIP for at least one year qualify for paid vacation on the following basis:

- First anniversary through second anniversary (2nd year of employment)
- One half day of vacation for each month employed (6 vacation days for 12 months)

- Third year of employment and each year thereafter
- One day of vacation for each month employed (12 vacation days for 12 months)

Additional vacation days are awarded in recognition of special employee service anniversaries, as follows:

|   |  |
|---|--|
| Upon completion of <b>15</b> years of service | Five days (must be taken prior to the 20th year) |
| Upon completion of <b>20</b> years of service | 10 days (prior to 25th year)                     |
| Upon completion of <b>25</b> years of service | 10 days (before retirement)                      |

**Exceptions:** Following the 15th and up to the 20th year of service, you may carry over 35 days of vacation. Following the 20th and up to the 25th year, 40 days may be carried over. Following the 25th year, 40 days may be carried over until retirement.

Vacation schedules must be approved by the appropriate supervisor prior to any vacation. Supervisors are to consider schedules and business conditions for the requested vacation period and the length of service of the requesting employee.

Employees planning vacation time that includes a pay-day may receive an advance paycheck prior to the commencement of their vacation but subject to the employee's eligibility for vacation pay as described above. Requests must be submitted one month in advance to the Personnel Division.

## Service Awards

In recognition of the value of its employees, AIP offers service anniversary awards at the following times: 5, 10, 15, 20, 25 and 30 years of service.

## Overtime

Employees are expected to work overtime when requested to do so by their supervisors. Overtime work is not permitted except when specifically authorized.

Overtime work by eligible employees will be paid at the regular rate for all hours up to 40 per week and at one and one-half times the regular rate of pay for all hours worked in excess of 40 per week. Every effort will be made to provide advance notice when overtime work is required.

## Your Paycheck

All employees are paid bi-weekly on alternate Thursdays.

When a payday falls on a holiday, payroll checks will be distributed on the preceding working day.

Your paycheck includes all earnings including any overtime that is submitted on the Monday preceding a payroll deadline. Year-to-date earnings are itemized on the check stub.

If you are absent on payday, your paycheck will be held at the Personnel Division. Upon your return to work you may pick up your pay at Personnel.

**Direct Deposit:** The Institute offers all employees direct deposit to any bank that is a member of the American Banking Association. The Woodbury branch of Chemical Bank offers one year of free checking to all AIP direct depositors. For further information contact the Personnel Division.

## Personnel Records

The Personnel Division maintains appropriate records concerning your employment at AIP. It is important that you provide Personnel with current information to update your personnel records, particularly in case of emergency and to ensure receipt of benefits.

Employees should immediately notify their supervisor or the Personnel Division of any changes in:

- Name
- Address
- Telephone Number
- Marital Status
- Number of Dependents (For W-4 Use)
- Emergency Information

## Performance Reviews

Our policy is to pay fair and competitive wages in order to attract and retain quality employees. In addition, AIP periodically evaluates the performance of each employee. The Institute reviews staff employees annually. Trainees are reviewed more frequently.

Performance is rewarded based on merit. Our performance evaluation program gives you an opportunity to sit down with your supervisor to review how your work has progressed since your last review. During this evaluation, mutual goals for the future are discussed and what steps may be necessary to reach those goals.

While we have established a schedule for performance evaluation, this schedule is not intended to limit discussions of performance, goals, and/or objectives to those times. We urge you, as we urge our supervisors, to discuss any questions or problems related to your performance on an ongoing basis. We hope this type of communication will enhance your performance and our mutual success.



## **Staff Development and Advancement**

We believe that employees should have the opportunity to increase their knowledge, skill and (when qualified) their responsibilities and earnings. Therefore, you are encouraged to improve your knowledge and skills in order to become qualified for more responsible positions. We assist you, where appropriate, in the achievement of your personal goals with programs such as the Tuition Assistance Plan.

Because of the training required for most positions at AIP, however, you may not apply for a position in another division before completing one year in your present position.

Advancement at AIP is based on merit (e.g., consistently good performance and reliability; necessary knowledge and skills; and demonstrated ability to accept increased responsibilities). The Institute will attempt to promote employees wherever possible to fill openings at higher levels of responsibility. Job openings at AIP are posted on bulletin boards at all locations, and qualified staff are encouraged to apply.

In selecting among applicants for available positions, consideration will be given to performance reviews, background and educational qualifications, length of service, and supervisor's recommendations.

## **Tuition Assistance Plan**

The Institute will pay 75% of the tuition and registration fees at the time of enrollment, for approved courses taken by eligible employees. To be eligible, you must have worked for AIP for at least six months as a regular employee and must obtain a passing grade in the course(s). There is a maximum of \$2,500 per school year (from September through August).

Approved courses include those that are pertinent to your work, that lead towards a degree at an accredited school, or that are taken to fulfill matriculation requirements.

Forms and further information can be obtained from the Personnel Division.

## **Employee Assistance Program**

AIP's Employee Assistance Program (EAP) provides a highly confidential and experienced source of help for employees who are experiencing human problems such as finding sources of elder care or child care, legal or financial difficulties, substance abuse, or other personal/family situations. In most instances problems of a personal nature can be resolved without the services of the EAP. Sometimes, however, this is not the case. Under such conditions, it may be in the best interest of the eligible employees, family members and the Institute to seek outside assistance.

The Institute has retained the services of National Employee Assistance Providers. One of the most important reasons for selecting an outside firm is to insure complete confidentiality. Under no circumstances will your name or situation be passed on to your supervisor or anyone else in the Institute.

When job performance is affected, a concerned supervisor may direct an employee to use the EAP services and follow the course of action suggested by the EAP.

## **Employee Benefits Program**

AIP provides an excellent, comprehensive employee benefits package to all eligible employees. It is the intention of AIP that such plans be continued indefinitely, but the Institute does reserve the right to amend, modify or discontinue them should it become desirable or necessary. The entire cost of providing these benefits is paid by AIP for each eligible employee. Additional charges for family or dependent coverage are the employee's responsibility. Included among the coverages in our insurance benefit program are: individual medical coverage, dental, vision, life insurance, travel and accident insurance, prescription drug, short and long term disability insurance, worker's compensation, and unemployment insurance. Employees are enrolled in these group plans the first day of the month following employment.

Full descriptions of each of the above-mentioned coverages are provided in separate benefit booklets and the policy certificates. The benefit booklets, summarizing each provided benefit, are distributed to all new employees by the Personnel Division. Questions concerning eligibility, enrollment, coverage, and claims should also be directed to Personnel staff.

The following pages contain a brief review of the benefits program in effect at AIP. While every attempt has been made to insure the accuracy of these summaries, the official plan documents (brochures, certificates and summary plan descriptions) will prevail in the event of a discrepancy.

**Blue Cross 21/180 Hospital Program**—The plan offers 21 days of full coverage and an additional 180 days of care at 50% coverage.

**Major Medical Insurance – Equicor**—This insurance provides partial reimbursement for employees for covered medical expenses. The maximum amount payable for each individual is \$1,000,000. An individual employee must satisfy a \$200 deductible each calendar year. After the deductible is satisfied, the plan will pay 80% of “reasonable and customary” charges. When total covered charges for an insured person reach \$3,000 in a calendar year, the Plan will pay 100% of “reasonable and customary” charges. Covered employees may purchase coverage for eligible dependents. (A \$400 deductible per family will apply.) See Equicor’s pamphlet for dependent coverage and other provisions.

**Health Maintenance Organizations (HMO)**—As an alternative to the plans described above, the Institute offers six Health Maintenance Organization plans:

|             |                |
|-------------|----------------|
| CHOICE CARE | HIP/HMO        |
| HEALTHNET   | OXFORD         |
| HIP CHOICE  | US HEALTH CARE |

These plans provide wrap-around coverage consisting of basic hospital, surgical, and medical coupled with major medical under a single carrier.

**Prescription Drug Plan – Prescription Card System (PCS)**—Under this plan eligible employees enrolled in BC Equicor Medical Plan may purchase prescription drugs at participating pharmacies for \$1.00 (generic drugs) or \$3.00 (non-generic). There is no family coverage under PCS. Eligible employees enrolled in the Health Maintenance Organization (HMO) plans will use the prescription drug plan supplied by their particular HMO.

**Dental Care Plan (Equicor)**—The Dental Plan will pay 80% on diagnostic and preventive care. After a deductible of \$100 per person, 80% of allowable charges for basic services, and 50% of allowable charges for more involved procedures will be paid. Equicor Dental Preferred allows you to choose from a network of dentists in your area who have agreed to provide services at reduced fees.

**Vision Care Plan (Equicor)**—The Vision Care Plan allowances are reimbursed on a pre-determined schedule of benefits for eye examinations, lenses, frames, and contacts. Benefits for examinations, lenses, or contacts are paid once in a 12-month period. Benefits for frames are paid once in a 24-month period.

**Life Insurance and Accidental Death and Dismemberment Benefits (Equicor)**—The Institute has a Group Life Insurance plan. The Policy benefits are equal to two times each eligible employee’s annual salary, rounded up to the next higher \$1,000. The maximum benefit provided is \$650,000. Benefits under the accidental death and dismemberment provisions are the same as Group Life Insurance.

**Disability Insurance**—Disability benefits are temporary cash benefits payable to an eligible wage earner who is disabled by an off the job injury, or illness. Most employees in New York State are eligible for disability benefits in accordance with state law. Eligibility for this benefit starts on the eighth consecutive working day of sickness or disability, provided that a doctor has completed the necessary disability form. Benefits receivable by a sick or disabled employee equal half of their average weekly salary up to a designated weekly maximum. (See Sick Leave Accrual Policy.) Disability benefits under this plan are payable for a maximum of 26 weeks of disability during 52 consecutive weeks. When coverage is exhausted under this plan, eligible employees may apply for long term disability benefits under the Institute’s Total Disability Plan (Teachers Insurance and Annuity Association).

**Total Disability (Teacher’s Insurance and Annuity Association)**—The Disability Income Program assures you of a continuing monthly income if sickness or accident prevents you from working for a long or an indefinite period. All regular employees who have completed one year of continuous service or were insured under a prior employer’s group long term disability insurance policy are eligible for total disability, paying 60% of your monthly wage base not to exceed a benefit of \$5,000 per month during total disability.

**Workers' Compensation (Liberty Mutual)**—Injuries sustained on the job should be reported immediately to the supervisor. During absence from work resulting from such an injury, an employee is eligible for sick leave or may have accrued sick leave to use (see Sick Leave Accrual Policy), after which Workers' Compensation payments will be made until normal employment is resumed. Personnel should always be informed of job-related accidents.

**Unemployment Insurance**—Under certain circumstances, employees who are terminated by the Institute may be eligible for New York State unemployment benefits. The Personnel Division can provide further details.

**Personal Accident Insurance (Patterson & Associates)**—You may purchase a Personal Accident Insurance Plan which provides accident insurance only, independent of any other insurance coverage. Contact Personnel staff for further information and rates.

**Travel Insurance**—Employees required to travel on business for the Institute are covered for accident or death while traveling. The amount of the Insurance coverage depends upon the employee's salary.

## **Flexible Spending Account**

AIP's Flexible Spending Account (FSA) Program is a benefit plan designed to increase your disposable income by reducing the amount of taxes you pay. Flexible Spending Accounts enable you to use pre-tax dollars to pay for qualified health care expenses which are not reimbursed under your health care plan and qualified dependent/child care expenses.

When you open an FSA, you choose to have a specific dollar amount deducted from your gross annual salary (within IRS limits); the amount you choose will be withheld on a pre-tax basis from your bi-weekly paycheck and deposited to your FSA. You will then submit claims for reimbursement which are similar to health plan claims.

Whether you will benefit from a Flexible Spending Account depends on your individual financial and tax situation. Generally, the higher your expenses and your tax bracket, the more you benefit from an FSA. You may wish to consult with your personal tax advisor regarding your decision to participate.

## Retirement and Savings Plan

**Retirement Plan (Teacher's Insurance and Annuity Association)**—The TIAA-CREF retirement plan is a defined contribution, money purchase retirement plan, which provides lifetime retirement income for participants. All regular employees are eligible to participate in the TIAA-CREF retirement plan after fulfilling one of the required conditions:

Participation—after two years of continuous Institute service at any age or after one year of service and attainment of age 26.

Contributions of 10% of annual salary are made by the Institute. These contributions are vested immediately. Monthly pensions are paid when the employee retires.

Employees eligible to participate will be contacted by a representative of the Personnel Division at the appropriate time.

**Tax Deferred Annuity (Teacher's Insurance and Annuity Association)**—TIAA-CREF Supplemental Retirement Annuity (SRA) is available to all regular employees upon employment. A maximum of 20% of salary may be tax deferred.\*

**401(k) Tax Advantaged Savings Plan (Connecticut General Life Insurance Company)**—CIGNA tax advantaged savings plan is available to all regular employees after one year of employment. A maximum of 15% of salary may be contributed.\*

**U.S. Savings Bonds**—The Institute participates in the U.S. Treasury Savings Bond Payroll Savings Plan. Any regular employee may purchase U.S. Savings Bonds through payroll deduction.

Contact Personnel staff if you have questions regarding the above plans.

\*If you wish to participate in both the Tax Deferred Annuity and 401(k) plans, the combined amount of your contributions cannot exceed 20% of your salary.

## Employee Referral

Any regular employee who refers an applicant who is employed by the Institute for three continuous months will receive the following referral fees

Regular full time position — \$200.00

Regular part time position — \$100.00

Cottage industry position — \$75.00

This bonus will be paid following the applicant's successful completion of the three month introductory period.

## Employment of Relatives

Having members of the same family employed by the Institute can be a positive factor adding to the strength of the staff and is encouraged except as set forth below.

1. No relatives may be employed in the same section.
2. No relatives may be employed in positions such that one has supervision, directly or indirectly, over the other, or has any influence or appearance of influence over the other's employment, promotion, salary, or other related management or personnel actions.

## **Jury Duty**

Jury duty is a civic responsibility. If you are required to serve on a jury on a scheduled work day, you will receive your regular pay from AIP for hours you are not able to work because of the time served on jury duty. You must present the court check stub to the Personnel Division. You must reimburse AIP for the allowance you receive from the court less the travel payments.

## **Bereavement Leave**

Regular employees are eligible for paid bereavement leave for up to three working days in the event of a death in an employee's immediate family and one day for all others.

Immediate family for the purpose of this policy shall be defined as spouse, children, parents, grandparents, grandchildren, sisters, brothers, and parents-in-law. Where a question arises, appropriate documentation must be submitted to the employee's supervisor to receive pay for bereavement leave.

## **Personal Leave of Absence**

Employees may occasionally request time off without pay for vacation, military summer camp, etc. A maximum of 90 days may be granted to a regular employee who has completed at least six months of employment. Requests for a personal leave of up to five days may be granted by the employee's supervisor and division manager. Requests for a leave of greater than five days must be approved in advance by the Branch Director and Director of Human Resources. An extension of up to 30 days may be approved under compelling circumstances.

When on an official leave of absence without pay, you are entitled to a continuation of the benefits to which you would normally be entitled. An exception to this is the Institute's contribution to the retirement plan, which is tied into salary. You may, however, continue to make individual contributions to the retirement plan. All other benefits, such as Blue Cross, Major Medical (or HMO), Life Insurance, Total Disability and accrual of vacation time, will be continued during the official leave time. (If you are currently paying for dependent coverage, you must reimburse AIP for continuation of this coverage during the leave period.)

Whenever possible, requests for personal leaves of absence must be presented to your supervisor at least three weeks in advance. Such requests will be evaluated on the basis of staffing requirements, your performance and attendance record, the reason for the leave, and other appropriate business considerations.

## **Disability Leave of Absence**

Regular employees will be eligible for a disability leave of absence due to illness, injury, or maternity.

You should complete a disability form and return it to the Personnel Division. This form includes a doctor's certificate stating the nature of the disability, the date disability commences, and the expected date of your return to work.

You will be permitted to use accrued and unused vacation time prior to the commencement of an approved disability leave. Unused and accrued sick time will be applied, to the extent available, at the beginning of the leave of absence. Return to work from a disability leave of absence cannot be guaranteed.

AIP will attempt to return an employee to the same or similar position at the same or similar salary held prior to the leave of absence but subject to current business requirements.

When you are able to return to work, you should give the Personnel Division at least two weeks' notice. Accompanying such notice must be a physician's release that includes an understanding of the nature of your job and duties, and a date when you are able to return.

Failure to notify the Personnel Division of your availability for work, failure to return to work when called by AIP, or continued absence beyond the maximum leave duration allowed by AIP will be deemed a voluntary resignation of employment.

During your disability leave, you will be covered by AIP's insurance plans (at no cost to you). If you are currently paying for dependent coverage, you must reimburse AIP for continuation of this coverage.

## **Military Leave of Absence**

If you enter the military service of the United States, you are eligible for an unpaid military leave of absence. Present the Personnel Division with a copy of your service papers as soon as you receive them.

During your absence, your length of service accumulates and, upon application within 90 days from date of discharge from military service, you will receive the current rate of pay and other benefits which have improved during your absence.

If you are recalled to attend yearly Reserve or National Guard duty, you will be granted a temporary military leave of absence. You should give your supervisor and Personnel as much advance notice as possible so that we can have proper coverage while you are away. In addition, if you are in the Reserves or National Guard and have completed your introductory period before commencing the reserve duty, the Institute will pay the difference between your service pay and your basic earnings for a maximum period of two weeks per year. Proof of reserve pay is required in order to enable the Institute to pay you accordingly.

## Sexual Harassment

It is the policy of the American Institute of Physics to prohibit harassment of any employee on the basis of sex.

While it is not easy to define precisely what harassment is, it certainly includes unwelcome sexual advances, requests of sexual favors, and other verbal or physical conduct of a sexual nature such as uninvited touching or sex-related comments.

Any employee who feels subjected to sexual harassment should immediately report the matter to the Director of Human Resources. Violations of this policy may result in disciplinary action up to and including discharge.

## General Rules of Conduct

As we are all aware, rules and regulations are essential to the general safety and welfare of our employees and to the efficient operation of our Institute. The following rules have been established for everyone's guidance while employed at AIP. This list of rules is not intended to be all-inclusive, since it is impossible to determine all the circumstances which may arise. However, these rules will provide illustrative standards by which employees should conduct themselves.

The procedure for handling discipline may include verbal warning, written warning, suspension without pay, and termination of employment.

The following are examples of unauthorized behavior:

- Insubordination
- Foul or abusive language
- Use or possession of intoxicants or drugs on or off AIP's premises during work hours; reporting to work while under the influence of intoxicants or drugs
- Sleeping on the job
- Fighting on the job or the threat of bodily harm to others while on the job
- Misuse or damage to Institute material or equipment or to the material or equipment of another employee
- Unauthorized removal of property belonging to the Institute or another employee
- Carelessness endangering the safety of oneself or others
- Constant pattern of tardiness or absenteeism without authorization
- Misbehavior including but not limited to: horseplay, intimidating fellow employees, making malicious statements about fellow employees or about the Institute, misuse of confidential information, falsifying records, and illegal conduct.



- Violation of safety or other operating rules. (A positive attitude for the safety of your fellow employees and yourself must be observed at all times.) This includes the use of proper safety equipment and the reporting of any unsafe practice to your supervisor
- Carrying or possessing weapons of any kind on Institute property
- Parking in non-designated areas
- Unauthorized use of Institute telephones
- Solicitation of any kind by an employee of another employee while either is on working time

## Miscellaneous

**Bulletin Boards**—Important business notices and items of general interest are continually posted by Management on our employee bulletin boards at all locations. Make it a practice to review them frequently. This will assist you in keeping up with what is current at AIP. Employees are not permitted to post material on the bulletin board or elsewhere in AIP facilities without proper authorization from the Personnel Division.

**Identification Badge**—You will be issued an employee identification badge. Admission to the buildings is limited to employees properly displaying identification badges. For security reasons, you are expected to wear your badge on the outside of your clothing while at work. If you lose your badge, report it to your supervisor.

**INSIDE AIP**—This newsletter, published monthly, is distributed to all staff.

**Lunchrooms**—The Institute maintains a lunchroom at all of its locations except Washington. Free coffee and tea service is provided during lunch time and during morning and afternoon coffee breaks at all locations. New York and Washington employees must arrange their one-hour lunch time, at the discretion of their supervisors, between the hours of 12:00 noon and 2 p.m. Long Island employees must take their half-hour lunch time, arranged at the discretion of their supervisors, between 11:45 a.m. and 1:15 p.m.

**Personal Visits and Telephone Calls**—Any personal visits or telephone calls during your work hours are prohibited. Should an emergency arise, your family or friends should be directed to contact the Personnel Division and someone there will arrange that you be notified. Any personal telephone calls should be made during break periods.

**Weather (Closing of AIP)**—The Institute monitors all hazardous weather conditions. When a decision for closing or late arrival is made, the telephone relay list for each division is activated. All employees will be notified as early as possible.

When government office buildings are closed due to weather conditions, AIP's Washington offices will also close.

## **Solicitation/Distribution**

We believe that employees should not be disturbed or disrupted in the performance of their job duties. For this reason solicitation of any kind by an employee of another employee is prohibited while either person is on working time. Solicitation of any kind by non-employees is prohibited at all times.

Distribution of advertising material, hand bills, printed or written literature of any kind in working areas of our Institute is prohibited at any time. Distribution of literature by non-employees on Institute premises is prohibited at all times.

## **Off-Duty Access**

For your protection and safety, you are not permitted to enter the interior of our facilities or exterior work areas at any time when you are not scheduled to work.

## **Good Housekeeping**

Good housekeeping not only improves the appearance of our facilities, but also prevents fires, accidents, and personal injuries. You are responsible for keeping your work area clean and neat at all times. AIP counts on you to keep our work environment clean and safe. We urge you to discard all garbage in the receptacles provided throughout our buildings.

Our mutual effort in keeping AIP's work environment clean and professional in appearance at all times will make our time at work safer and more enjoyable.

## Safety First

AIP maintains an active safety program. Your cooperation is a vital part of this program to protect you, your fellow employees and our visitors from injury. The following are some safety rules we would like you to pay particular attention to:

- Immediately report any condition or practice that appears unsafe to your immediate supervisor.
- Operate only equipment that you are trained and authorized to use.
- Observe regulations which permit smoking and eating only in certain designated areas of our buildings.
- In case of fire, designated people are stationed in each area to act as fire wardens. Please look to them for instructions, and obey their orders.
- Do not block fire corridors or fire exit doors. Furniture, equipment, or electric cords may not be stored in front of exit doors.
- Familiarize yourself with the location of fire extinguishers in all areas of our building.
- Approach walkways and intersections carefully. Do not run in the building.
- Drive cautiously in AIP parking areas.
- Become familiar with emergency evacuation procedures.
- Wear safety gear where necessary.
- Do not bring unauthorized visitors or children into our building.
- Immediately report all injuries incurred by yourself, fellow employees, or visitors, however slight, to your supervisor, and the Personnel Division. They will assist in arranging for appropriate medical attention.

## Smoking Policy

Smoking is permitted in designated areas only. Smoking is prohibited in restrooms, photocopying areas, elevators, storage rooms, etc. and all other areas accessible to the public.

## Drug-Free Workplace Policy

It is the policy of the Institute, in compliance with federal, state, and local regulations, to prohibit the unlawful manufacture, distribution, possession or use of a controlled substance on the Institute's premises or work sites, including the Institute's vehicles and any private vehicles parked at Institute work sites, or while engaged in Institute activity at other locations.

Entering the Institute's premises or being at work with drug paraphernalia or under the influence of alcohol, drugs, or controlled substances is prohibited. "Under the influence" is defined as being unable to perform work in a safe and productive manner, being in a physical or mental condition that creates a risk to the safety and well-being of the individual, other employees, the public, or the Institute's property.

Full compliance with this drug-free workplace policy is a condition of employment at the American Institute of Physics. Any employee who violates the policy shall be subject to discipline up to and including immediate discharge.

The Institute recognizes substance abuse as an illness for which effective treatment and rehabilitation are available. Every effort will be made to ensure absolute confidentiality for anyone with a substance-abuse problem. (See Employee Assistance Program.)

## If You Must Leave Us

Your employment with AIP is not for any stated period, and you may resign at any time. We understand there may be circumstances which may necessitate the conclusion of your employment with us. We request that you provide your supervisor with as much advance notice as possible. Your thoughtfulness will be appreciated and will be noted favorably on your employment records. Similarly, AIP may terminate the employment relationship at any time. At the end of your employment, you will be paid for the time actually worked less any amounts you may owe the Institute at the time you terminate, such as tuition advances or dependent health coverage.

## A Few Closing Words

The information in this handbook is general in nature. Should questions or discrepancies arise, established procedures will be consulted for complete details. The policies, benefits, and rules contained in this handbook may be changed, improved, or deleted at any time.

Again, welcome to AIP. Please speak to your supervisor or Personnel Staff if you have questions which are not answered by this handbook.

## Receipt of Employee Handbook

I acknowledge that I have received the AIP Employee Handbook and that I am responsible for reading, understanding and following its contents. I understand that it is not a binding contract of employment but a set of guidelines for the implementation of AIP's personnel policies. I understand AIP may modify any of the provisions of this Handbook at any time as considered necessary or desirable.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## INDEX

absence, 9, 10, 15, 33  
access to facilities, 35, 37  
accident insurance, 21, 23, 24  
accidents—job related, 24  
advancement, 18  
advance paycheck, 14  
AIP locations, ii, 2  
attendance, 9  
attendance incentives, 9  
  
benefit booklets, 21  
benefits program, 21–25, 29  
bereavement leave, 28  
Blue Cross hospital program, 22, 29  
bonus day, 9  
breaks, 8  
bulletin boards, 18, 35  
  
Career Placement Division, 4  
carry-over of vacation days, 13  
cash incentive bonus, 9  
Chemical Bank, 15  
Choice Care, 22  
cleanliness, 37  
closing of Institute, 36  
coffee and tea, 35  
complaints, 6  
conduct, rules of, 33–34  
Corporate Associate members, 2, 4  
cottage industry employee, 27  
  
day shift, 8  
death in family, 28  
dental care plan (Equicor), 21, 22  
direct deposit, 15  
disability, 11, 21, 23, 30  
disability leave of absence, 30  
disciplinary action, 32, 33  
drug-free workplace, 39  
  
early dismissal, 36  
Education Division, 3  
Education and Employment Statistics Division, 4  
Employee Assistance Program (EAP), 20, 39  
employee questions, suggestions, and complaints, 6, 7, 17, 21  
employee referrals, 27  
equal opportunity employment, 5  
Equicor Dental Preferred, 22  
evening shift, 8

family or dependent coverage, 21, 29, 30  
fire procedures, 38  
fire wardens, 38  
flexible spending account (FSA) program, 25  
401(k) tax advantaged savings plan, 26  
free checking, 15  
full-time employee, 8  
function of AIP, 3

group life insurance plan, 23

*Handbook*, purpose of, 1  
health care plans, 21–23, 25  
health maintenance organizations (HMO's), 22  
Healthnet, 22  
HIP Choice, 22  
HIP/HMO, 22, 29  
history of AIP, 2  
History of Physics Archives, 4  
holidays—paid, 11  
holiday schedule, 11, 12  
hourly in-house employees, 8, 13  
housekeeping, 37

ID badges, 35  
illness, 9, 10, 23, 30  
Immigration Reform and Control Act, 5  
injuries, 10, 23, 24, 30, 38  
INS Form I-9, 5  
*INSIDE AIP*, 35  
insubordination, 33  
insurance, 21–24, 29, 30  
intoxicants or drugs, 33  
introductory period of employment, 7, 27, 31

jury duty, 28

layoff, 11  
leaves of absence, 11, 29–31  
life insurance, 21, 23, 29  
lunch, 8, 35  
lunchrooms, 35

Major Medical insurance (Equicor), 22, 29  
maternity, 30  
medical coverage, 21  
medical plans, 22–23  
member societies, 2, 3  
military leave of absence, 31  
misuse of Institute equipment, 33

Niels Bohr Library, 4  
nondiscriminatory policy, 5

open-door policy, 6  
organization of AIP, 2  
overtime, 15  
Oxford, 22

paid vacation, 13  
parking, 34  
part-time employee, 8  
paycheck, 14, 15, 25  
paycheck stub, 15  
paydays, 15  
payroll deduction, 26  
pension, 26  
performance evaluation, 7, 17, 18  
personal days, 11, 12  
personal leave of absence, 29  
personnel records, 16  
Physics History Division, 4  
policy and benefit changes, 1  
prescription card, 22  
prescription drug plan, 21, 22  
promotions, 18  
Public Information Division, 3  
publishing activities, 3  
punctuality, 9, 33

receipt of Employee Handbook, 41  
regular employee, 8, 10, 11, 13, 19, 23, 27, 29, 30  
relatives, employment of, 27  
Reserve or National Guard duty, 31  
resignations, 9, 30, 40  
retirement, 14  
retirement plan, 26, 29  
reviews, 7, 17

safety procedures, 33, 34, 38  
salary deduction, 26  
savings plans, 26

scheduling vacation days, 14  
service anniversaries, 14  
service anniversary awards, 14  
sexual harassment, 32  
sick days, 10  
sick leave, 9, 10  
sick leave accrual, 10, 13, 23, 30  
Sigma Pi Sigma, 2, 3  
smoking, 38, 39  
Society of Physics Students, 2, 3  
solicitation/distribution, 34, 37  
staff development & advancement, 18  
staff size, 2  
Statistics Division, 4  
substance abuse, 20, 39  
suggestions, 6  
supervisor relations, 6, 7, 10, 12, 14, 17, 18, 20, 28, 29, 31, 35, 38, 40

tax deferred annuity, 26  
telephone relay list, 36  
telephone use, 34, 35  
termination, 9, 32, 33, 39, 40  
TIAA-CREF retirement plan, 26  
total disability, 23, 29  
travel insurance, 21, 24  
tuition assistance, 18, 19

unemployment insurance, 21, 24  
U.S. savings bonds, 26  
unreported absence, 9  
US Health Care, 22

vacation policy, 10, 13–14, 29, 30  
vision care plan (Equicor), 23  
visitors, 35, 38

W-4 form, 16  
work day, 8  
worker's compensation, 21, 24  
work week, 8



October 1993

TO: All Employees of AIP  
FROM: T.C. Braun *TCB*  
SUBJECT: REVISED *EMPLOYEE HANDBOOK*

Enclosed is your copy of AIP's newly revised *Employee Handbook*. As you will see, it is 3-hole punched for insertion in your *Employee Handbook* looseleaf.

We hope you will take the time to read through the *Handbook* to familiarize yourself with AIP's overall policies and practices. Much of the material in the *Handbook* will be familiar, but some parts have been significantly revised, especially in the Benefits sections.

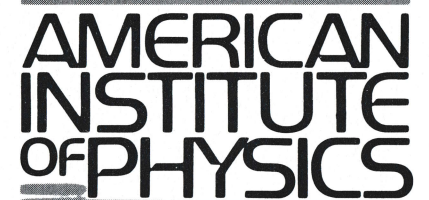
Finally, the last page of the *Handbook* requires your signature indicating you have received and read the *Handbook*. In accordance with new personnel procedures, we must ask that you do so, returning the signed page to us no later than two weeks after receiving this handbook.

Please feel free to call the Personnel Division if you have any questions.

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# Employee Handbook

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Revised October 1993

## AMERICAN INSTITUTE OF PHYSICS LOCATIONS

### One Physics Ellipse College Park, Maryland 20740-3843

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Physics Today

## TO AIP STAFF MEMBERS

Our organization, the American Institute of Physics provides a wide variety of services for science organizations, students and the general public, as well as for over 100,000 people in the science community who comprise AIP's ten Member Societies.



AIP is the world's largest publisher of physics research literature. We publish our own magazines and archival journals. We also assist Member Societies in the production and distribution of their journals. AIP translates and publishes English versions of selected Russian language journals and distributes other journals published by foreign physics organizations. Under the imprint AIP PRESS, we publish books and conference proceedings.

Through its physics programs, AIP contributes to public awareness and education. Among AIP's contributions are the Society of Physics Students, the Center for History of Physics including the Niels Bohr Library, a Corporate Associates Program, and divisions for Public Information, Statistics (on physics employment), and Career Planning and Placement. In these and many other ways, AIP reaches out to serve the community of physicists, astronomers, and the public at large.

As an AIP staff member you are advancing, directly or indirectly, the important goals of the Institute; your chosen career is one of service to science and society.

This booklet provides you with an introduction to AIP and its personnel policies and benefits. Keep it handy for future reference. Whenever you need more information or an answer to a question that does not appear in this *Handbook*, please consult your supervisor or a member of the Personnel Division staff.

One of my pleasures as AIP's Executive Director will be meeting fellow employees and exchanging ideas on how the organization can function better. Communication is key to improved performance and greater job satisfaction, so please feel free to contact me with your suggestions.

Marc H. Brodsky  
Executive Director/CEO  
1 November 1993



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## TABLE OF CONTENTS

|  |    |
|--|----|
| About This Handbook                    | 1  |
| AIP History and Organization           | 2  |
| AIP Activities and Programs            | 3  |
| Equal Opportunity in Employment        | 5  |
| Immigration Reform and Control Act     | 5  |
| Questions, Suggestions, and Complaints | 6  |
| You and Your Supervisor                | 7  |
| Your Introductory Period of Employment | 7  |
| Full-Time and Part-Time Employees      | 8  |
| Your Normal Work Week                  | 8  |
| Attendance and Punctuality             | 9  |
| Attendance Incentives                  | 9  |
| Sick Leave                             | 10 |
| Sick Leave Accrual                     | 10 |
| Paid Holidays                          | 11 |
| Personal Days                          | 12 |
| Vacations                              | 13 |
| Service Awards                         | 14 |
| Overtime                               | 15 |
| Your Paycheck                          | 15 |
| Personnel Records                      | 16 |
| Performance Reviews                    | 17 |
| Staff Development and Advancement      | 18 |
| Tuition Assistance Plan                | 19 |
| Employee Assistance Program            | 20 |
| Employee Benefits Program              | 21 |
| Flexible Spending Accounts             | 25 |
| Retirement and Savings Plans           | 26 |
| Employee Referral                      | 27 |
| Employment of Relatives                | 27 |
| Jury Duty                              | 28 |
| Bereavement Leave                      | 28 |
| Personal Leave of Absence              | 29 |
| Disability Leave of Absence            | 30 |
| Family and Medical Leave               | 30 |
| Military Leave of Absence              | 31 |
| Harassment                             | 32 |
| General Rules of Conduct               | 33 |
| Miscellaneous                          | 35 |
| Solicitation/Distribution              | 37 |
| Off-Duty Access                        | 37 |
| Good Housekeeping                      | 37 |
| Safety First                           | 38 |
| Smoking Policy                         | 39 |
| Drug-Free Workplace Policy             | 39 |

|                                      |    |
|--------------------------------------|----|
| If You Must Leave Us                 | 40 |
| Continuation of Coverage under COBRA | 40 |
| A Few Closing Words                  | 40 |
| Receipt of Employee Handbook         | 41 |

## About This Handbook

We want your job experience to be rewarding and enjoyable, and we believe the more you know about the Institute, the more satisfaction you can derive from your job.

With this in mind, we have prepared this *Employee Handbook* to help you become acquainted with the Institute, its personnel policies, and the benefits offered to you as an employee. Please review the handbook carefully and keep it for future use.

Due to government regulations and the changing demands of our operations, from time to time we may modify these policies and benefits. This handbook contains guidelines for the Institute's use. Its terms should not be regarded as contractual in nature. We will attempt to keep you up to date regarding changes that affect you.

## AIP History and Organization

The American Institute of Physics is a not-for-profit membership corporation chartered in New York State in 1931 for the purpose of promoting the advancement and diffusion of the knowledge of physics and its application to human welfare.

It is the mission of the Institute to serve the sciences of physics and astronomy by serving the Societies, by serving individual scientists, and by serving students and the general public.

Today, the Institute has a staff of over 500 people handling its various services for more than 100,000 members of 10 member societies. In addition, over 7,600 students in more than 545 colleges and universities are members of the Institute's Society of Physics Students. This includes the honor society component Sigma Pi Sigma. Industry is represented through some 74 Corporate Associate members.

At the end of 1993, the Publishing Center was consolidated in New York, while Physics Programs and Finance and Administration consolidated at the new American Center for Physics (ACP) in College Park, MD.

AIP has worked intensively over the past two years with two Member Societies, The American Physical Society and the American Association of Physics Teachers, to create and nurture the American Center for Physics. When it opened in October 1993, in a new 120,000-square-foot building on 24 acres of land in Prince George's County, Maryland, ACP provided headquarters for AIP, APS, AAPT, and the American Association of Physicists in Medicine. All of these organizations look forward to a day when they will be joined by other organizations with related interests at the new site.

## AIP Activities and Programs

The Institute provides publishing and other services for 10 member societies, collects dues, provides financial services, handles subscription fulfillment for 80 publications, mails ballots, announcements, and prepares membership directories. It also publishes its own journals, translates and publishes Russian journals, and publishes books, conference proceedings, and special reports.

The American Institute of Physics is best known for its extensive publishing operation. Over a fifth of the world's physics research literature is published by AIP and its member societies. By adopting appropriate up-to-date publishing techniques, the Institute ensures that current physics and astronomy research papers are widely distributed promptly and economically. As well as publishing original papers, AIP prepares and distributes various current physics information products to assist scientists in finding and retrieving the research contributions relevant to their work.

AIP's flagship monthly magazine, *Physics Today*, goes to 100,000 subscribers, including many overseas. A bi-monthly magazine/journal, *Computers In Physics*, reports on significant developments in computer software, hardware, and methodology for physics research and education.

The Public Information Division provides the media with information concerning developments in physics and astronomy. It operates press rooms at society meetings, provides science news reports for TV and radio programs, prepares special news releases, distributes booklets in response to requests, and is a clearing house for current information about physics and physicists.

The Institute assists those interested in a physics career by publishing guidance booklets through its Education Division. The Society of Physics Students, with its honor component, Sigma Pi Sigma, is part of this division.

The Career Planning and Placement Division provides physicists with information about career opportunities and placement service, while the Education and Employment Statistics Division carries out statistical studies.

The Physics History Division includes the Niels Bohr Library and the History of Physics Archives. It preserves and catalogs documents relevant to the history of physics in the United States and provides public exhibits featuring the history of physics.

As well as specific programs mentioned above, the Institute maintains a liaison with industry, through the AIP Corporate Associates activities and with other outside scientific and publishing organizations.

## Equal Opportunity in Employment

The American Institute of Physics is an equal opportunity employer. We believe that every employee has the right to be treated with dignity and respect. Accordingly, we will not discriminate on the basis of age, race, creed, color, sex, national origin, citizenship, disability, or marital status. Our management team is dedicated to ensuring the fulfillment of this policy with respect to recruitment, advertising, hiring, placement, promotion, rates of pay or other forms of compensation, selection for training, layoffs, termination, and general treatment during employment.

## Immigration Reform and Control Act

In accordance with the Immigration Reform and Control Act of 1986, it is the Institute's policy to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit proof of their identity and employment authorization. Employees will also be required to complete and sign, under oath, Immigration and Naturalization Service Form I-9. Form I-9 requires you to attest that you are authorized to work and the documents submitted are genuine.

If you are authorized to work in this country for a limited period of time, before the expiration of that period you will be required to submit proof of your employment authorization and sign another Form I-9 in order to remain employed by the Institute.

## Questions, Suggestions, and Complaints

The best way to develop a rewarding and enjoyable work environment is through open, honest, and direct communication about all aspects of our jobs. There are times when each of us has a question, comment, or problem that needs to be addressed. The AIP policy is simple: ask it, suggest it, or let us know about it.

The Institute encourages you to bring your questions, suggestions, and complaints to management's attention. Everyone will receive careful consideration and a timely response. When many people work together, situations may be viewed differently. While no one can guarantee that you will always receive the answer you want, we will attempt to provide fair consideration to any question, suggestion, or complaint that may arise.

When you have a problem or a question, you should discuss the situation with your supervisor. You and your supervisor work together on a daily basis, and our experience has shown that many problems can be effectively resolved at this level. We encourage you to speak openly and honestly with your supervisor.

If you still feel that your problem has not been dealt with fully, or if for some reason you feel uncomfortable discussing the matter with your supervisor, discuss your concern with your Division or Branch Manager, or the Director of Human Resources or his/her designee. The officers of the Institute, including the Executive Director, maintain an open-door policy. They are glad to hear from employees with special suggestions or concerns.

As you can see, we are anxious to hear from you on any subject and look forward to working with you to address your concerns. We want you to have every opportunity to discuss your problems freely and have you feel that you have been treated fairly.

## You and Your Supervisor

Your supervisor is a vital part of our management team and will have more to do with your welfare and development than any other person in our organization. Your supervisor is directly involved in planning work schedules, ensuring the quality of your work, and providing you with whatever assistance you may need. Further, your supervisor will explain your new job responsibilities, introduce your fellow employees, show you where things are, and periodically evaluate and advise you of your work performance.

An important aspect of the supervisors' duties is to listen to questions, suggestions, and problems and to provide an appropriate, effective response. They are not only to supervise but to make your thoughts and concerns known to upper management. We all benefit when you give your supervisor your cooperation and discuss issues openly with him or her.

## Your Introductory Period of Employment

It usually takes a period of time for new employees to get to know a new work environment and the people with whom they will be working. Similarly, an employer needs time to get acquainted with new employees and to find out how well they fit into a job for which they were hired. At AIP, this time is called an "introductory period."

The first three consecutive months of employment are considered to be an introductory period. Employee performance will be evaluated during the 90 day period to determine continued employment.

## Full-Time and Part-Time Employees

Full-time regular employees work at least 35 hours per week in New York, and 37.5 hours per week in Maryland, and receive full benefits.

Part-time regular employees work at least 25 hours per week and receive full benefits.

Hourly employees work a minimum of 15 and not more than 35 hours per week.

On-call employees are notified which days to report to work.

Cottage employees work out-of-house with fluctuating hours.

Throughout the *Employee Handbook* the term "regular employee" will be used to denote only full-time and part-time employees.

## Your Normal Work Week

The normal work week for full-time, regular employees is 35 hours (in New York) and 37.5 hours (in Maryland), Monday through Friday.

**New York:** There are two shifts: a day shift from 8:45 a.m. to 4:15 p.m., with 1/2 hour for lunch and two 15-minute breaks; and an evening shift from 5:00 to 10:00 p.m., with one 15-minute break.

**Maryland:** The normal work day is from 8:30 a.m. to 5:00 p.m., with one hour for lunch and two 15-minute breaks.

Business conditions and other factors may require that adjustments be made to these schedules from time to time. Also, the working hours of individual employees may need to be changed to address special business needs. However, in either of these circumstances, every effort will be made to provide employees with advance notice of changes in daily/weekly work schedules.

## Attendance and Punctuality

You were hired to perform an important function as part of our team. As with any group effort, cooperation and commitment from each individual are required if the Institute is to operate effectively. Therefore, regular attendance and punctuality are expected of all employees at AIP—it is your responsibility to AIP, your fellow employees, and to yourself.

We of course recognize that there may be times when your absence or lateness cannot be avoided, due to illness or another legitimate reason. In such cases, you are expected to telephone your supervisor before the start of your shift. You should call in every day that you are away from your job. Unreported absence may subject an employee to disciplinary action, up to and including termination. Two consecutive days will be regarded as a voluntary resignation.

Consistent and/or pattern absenteeism or lateness cannot be tolerated because of the negative effect on the Institute, the employee's performance, and that of his or her co-workers.

## Attendance Incentives

All regular employees with a record of no sick leave (including absence due to job-related illness or injury) for the year (perfect attendance) will receive two bonus days. This paid time off must be taken within the next year.

AIP will award a cash incentive bonus of \$200 to each regular employee with no more than two sick days during the calendar year (1 January through 31 December). New employees will be eligible for this cash incentive only for a full calendar year of employment.

## Sick Leave

AIP will compensate all eligible regular employees after three continuous months of employment for up to ten days of sick leave in each calendar year.

During the first calendar year of employment, eligibility for paid sick leave is based on length of service, calculated as follows: **after three months**, you are eligible for one day per month remaining in the calendar year. **Note:** to receive credit for a full month, you must be hired on or before the 15th day of that month. (Examples: hired 12 January, you have 9 days for the year; hired 21 May, you have 4 days for the year; hired 19 September, you have 0 days for the balance of the calendar year.)

Within these limits, sick leave is compensated for your own personal illness or for the illness of your child or other dependent living with you, if no one else is available to care for that person.

You are expected to notify your supervisor as early in the day as possible on the first day of sick leave and every day thereafter that you are away from your job. Absences due to your own illness exceeding five days will require a doctor's certification that you are fully able to return to work prior to your resumption of regular duties.

## Sick Leave Accrual

For all regular employees, on the first day of each year, unused sick days from the preceding year will be credited to a sick leave accrual account.

Any unused vacation leave in excess of 30 days will also be converted to sick leave and credited to the sick leave accrual account on the first day of each year (see Vacations).

Accrued sick leave may be used only for illnesses or injuries resulting in absences of eight or more consecutive work days (i.e., disability leave). In addition, this accrued sick leave may be used only after all 10 sick days have been exhausted in that calendar year.

## Paid Holidays

All regular employees are granted twelve paid holidays which may include one or more personal days (see Personal Days). The holidays are:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Depending on the day of the week Christmas and New Year's are celebrated, two additional holidays may be added during this period.

In order to be eligible to receive holiday pay, you are required to work your regularly scheduled hours the workday preceding and the workday following the holiday. In accordance with the Institute's policy, an approved vacation day or any other excused and paid day off is considered a day worked for purposes of holiday pay eligibility.

The holiday schedule for the following year is announced in November. Holidays occurring during an employee's vacation are not charged against vacation time. Employees on leave of absence, disability or layoff are not eligible for paid holidays.

## Personal Days

Depending on the number of official holidays in a calendar year, one or more additional personal days are given to complete the 12-day total. (This is shown on the holiday schedule.)

Personal days must be requested at least two days in advance, from your supervisor. Personal day requests that cannot be accommodated will be rescheduled to a mutually agreeable time. No personal days may be carried over into the following calendar year.

As a new employee, you are eligible for a personal day after three months of employment. In a year with two personal days on the holiday schedule, new employees hired between 1 January and 30 June are eligible for both days; those hired between 1 July and 31 December are eligible for one day, subject to the three-month waiting period mentioned above.

## Vacations

Vacation time is provided to employees by AIP in recognition of the importance of uninterrupted periods of rest, relaxation, and time with family members. Accordingly, vacation time is to be used for vacation. It may not be "cashed in" by working during a vacation period. A maximum of 30 days may be carried over from one year to the next. At the beginning of each year, all vacation days in excess of 30 will be credited to your sick leave accrual account (see Sick Leave Accrual), except as described under "Exceptions," on page 14.

Regular employees who have worked at AIP for at least six full months qualify for paid vacation on the following basis. **Note:** To receive credit for a full month, you must be hired on or before the 15th day of that month.

### Length of Service

- |  |   |
|--|---|
| ◆ Within the first year of employment at AIP   | One day of vacation per month determined by the employee's date of hire   |
| ◆ First anniversary through fifth anniversary (2nd, 3rd, 4th, 5th years of employment) | One and one-quarter days of vacation for each month employed (15 vacation days for a full 12-month year worked)     |
| ◆ Sixth year of employment and each year thereafter                                    | One and two-thirds days of vacation for each full month employed (20 vacation days for a full 12-month year worked) |

Hourly in-house employees who work a minimum of 15 hours per week and have worked at AIP for at least one year qualify for paid vacation on the following basis:

- |   |  |
|---|--|
| ◆ First anniversary through second anniversary (2nd year of employment) | One half day of vacation for each month employed (6 vacation days for a full 12-month year worked) |
|---|--|

- |   |  |
|---|--|
| ◆ Third year of employment and each year thereafter | One day of vacation for each month employed (12 vacation days for a full 12-month year worked) |
|---|--|

Additional vacation days are awarded in recognition of special employee service anniversaries, as follows:

- |  |  |
|--|--|
| ◆ Upon completion of 15 years of service | Five days (must be taken prior to the 20th year) |
| ◆ Upon completion of 20 years of service | 10 days (prior to 25th year)                     |
| ◆ Upon completion of 25 years of service | 10 days (before retirement)                      |

**Exceptions:** Following the 15th and up to the 20th year of service, you may carry over 35 days of vacation. Following the 20th and up to the 25th year, 40 days may be carried over. Following the 25th year, 40 days may be carried over until retirement.

Vacation schedules must be approved by the appropriate supervisor prior to any vacation. Supervisors are to consider schedules and business conditions for the requested vacation period and the length of service of the requesting employee.

Employees terminating employment for any reason are entitled to payment for all accrued unused vacation time.

## Service Awards

In recognition of the value of its employees, AIP offers service anniversary awards at the following times: 5, 10, 15, 20, 25, 30 and 35 years of service.



## Overtime

Employees are expected to work overtime when requested to do so by their supervisors. Overtime work is not permitted except when specifically authorized.

Overtime work by eligible employees will be paid at the regular rate for all hours up to 40 per week and at one and one-half times the regular rate of pay for all hours worked in excess of 40 per week. Every effort will be made to provide advance notice when overtime work is required.

## Your Paycheck

All employees are paid bi-weekly on alternate Thursdays by direct deposit to any bank that is a member of the American Banking Association.

When a payday falls on a holiday, payroll checks will be distributed on the preceding working day.

Your paycheck includes all earnings including any overtime that is submitted on payroll deadline. Year-to-date earnings are itemized on the check.

If you are absent on payday, your paycheck will be held at the Personnel Division.

## Personnel Records

The Personnel Division maintains appropriate records concerning your employment at AIP. It is important that you provide Personnel with current information to update your personnel records, particularly in case of emergency and to ensure receipt of benefits.

Employees should immediately notify their supervisor or the Personnel Division of any changes in:

- ◆ Name
- ◆ Address
- ◆ Telephone Number
- ◆ Marital Status
- ◆ Number of Dependents (For W-4 Use)
- ◆ Emergency Information
- ◆ Beneficiary(ies) for insurance purposes
- ◆ Dependent(s) reaching the age of 23

## Performance Reviews

Our policy is to pay fair and competitive wages in order to attract and retain quality employees. In addition, AIP periodically evaluates the performance of each employee. The Institute normally reviews employees' performance annually. Trainees are reviewed more frequently.

Performance is rewarded based on merit. Our performance evaluation program gives you an opportunity to sit down with your supervisor to review how your work has progressed since your last review. During this evaluation, mutual goals for the future are discussed, and what steps may be necessary to reach those goals.

While we have established a schedule for performance evaluation, this schedule is not intended to limit discussions of performance, goals, and/or objectives to those times. We urge you, as we urge our supervisors, to discuss any questions or problems related to your performance on an ongoing basis. We hope this type of communication will enhance your performance and our mutual success.

## Staff Development and Advancement

We believe that employees should have the opportunity to increase their knowledge and skills, to improve current performance and (when qualified) assume new responsibilities. Therefore, you are encouraged to improve your knowledge and skills in order to become qualified for more responsible positions. We assist you, where appropriate, in the achievement of your personal goals with programs such as in-house training and the Tuition Assistance Plan.

Because of the training required for most positions at AIP, you may not apply for a position in another division before completing one year in your present position.

Advancement at AIP is based on merit (e.g., consistently good performance and reliability; necessary knowledge and skills; and demonstrated ability to accept increased responsibilities). The Institute will attempt to promote employees wherever possible to fill openings at higher levels of responsibility. Job openings at AIP are posted on bulletin boards at all locations, and qualified staff are encouraged to apply.

In selecting among applicants for available positions, consideration will be given to performance reviews, background and educational qualifications, length of service, and supervisor's recommendations.

## **Tuition Assistance Plan**

Upon approval, the Institute will pay 75% of the tuition and registration fees at the time of enrollment, for courses taken by eligible employees. To be eligible, you must have worked for AIP for at least six months as a regular employee and must obtain a passing grade in the course(s). There is a maximum of \$2,500 per school year (from September through August).

Approved courses include those that are pertinent to your work, that lead towards a degree at an accredited school, or that are taken to fulfill matriculation requirements.

Forms and further information can be obtained from the Personnel Division.

## **Employee Assistance Program**

AIP's Employee Assistance Program (EAP) provides a highly confidential and experienced source of help for employees who are experiencing human problems such as finding sources of elder care or child care, legal or financial difficulties, substance abuse, or other personal/family situations. In most instances problems of a personal nature can be resolved without the services of the EAP. Sometimes, however, this is not the case. Under such conditions, it may be in the best interest of the eligible employees, family members and the Institute to seek outside assistance.

The Institute has retained the services of National Employee Assistance Providers. One of the most important reasons for selecting an outside firm is to insure confidentiality.

When job performance is affected, a concerned supervisor may direct an employee to use the EAP services and follow the course of action suggested by the EAP.

## Employee Benefits Program

AIP also provides an excellent, comprehensive employee benefits package to all eligible employees. It is the intention of AIP that such plans be continued indefinitely, but the Institute does reserve the right to amend, modify or discontinue them should it become desirable or necessary. Included among the coverages in our insurance benefit program are: medical, dental, vision, life insurance, travel and accident insurance, prescription drug and long term disability insurance. All regular employees are eligible for enrollment in these group plans on the first day of the month after completion of three months of continuous employment.

Full descriptions of each of the above-mentioned coverages are provided in separate benefit booklets and the policy certificates. The benefit booklets, summarizing each provided benefit, are distributed to all new employees by the Personnel Division. Questions concerning eligibility, enrollment, coverage, and claims should also be directed to Personnel staff.

All regular employees have the option of choosing medical and dental coverage from the plans offered by AIP. Employees contribute a calculated percentage of the premium (maximum 20%) for their chosen plans (Personnel will supply premium rates). Your premium contribution will be deducted on a pre-tax basis from your paycheck.

You may purchase medical and dental coverage for yourself alone (individual coverage), or for yourself and your eligible dependents (family coverage). In either case, you will contribute a percentage of the premium, as described above.

The following pages contain a brief review of the health benefits program in effect at AIP, short- and long-term disability, workers' compensation and unemployment insurance. While every attempt has been made to insure the accuracy of these summaries, the official plan documents (brochures, certificates and summary plan descriptions) will prevail in the event of a discrepancy.

**Medical Insurance** - MetLife Managed Care Plan provides partial reimbursement for covered hospital and medical expenses. This plan provides wrap-around coverage consisting of basic hospital, surgical and medical coupled with major medical under a single carrier (see MetLife pamphlet for provisions).

**Prescription drug program** - Eligible employees and dependents enrolled in the MetLife Medical Plan may purchase prescription drugs at participating pharmacies for \$5.00 (generic drugs) or \$10.00 (non-generic) or use the free mail order program for maintenance drugs.

**Vision Care (MetLife)**-See pamphlet for provisions.

**Dental Plan** - The MetLife dental plan will pay 80% on diagnostic and preventive care. After a deductible of \$100 per person, 80% of allowable charges for basic services, and 50% of allowable charges for major services will be paid. The maximum dental benefit per calendar year for individual coverage is \$1,000.

As an alternative to the plan described above, the Institute also offers to its New York employees **HIP/HMO and HIP Choice** plans. As an HIP member, you receive general and specialty care, hospitalization coverage, as well as diagnostic services (see pamphlets for provisions). Eligible employees enrolled in a health maintenance organization (HIP/HMO or HIP Choice) will use the vision and prescription drug plan provided by that HMO plan.

**Life Insurance and Accidental Death and Dismemberment Benefits -**

The Institute has a group life insurance plan providing benefits equal to two times each eligible employee's annual salary, rounded up to the next \$1,000 (maximum benefit \$650,000). Benefits under the accidental death and dismemberment policy are the same as the life insurance.

**Disability Insurance -**

Disability benefits are temporary cash benefits payable to an eligible wage earner who is disabled by an off-the-job injury or illness. AIP employees in New York and Maryland are covered by this "short-term disability" plan. Eligibility for this benefit starts on the eighth consecutive working day of illness or disability, provided that a doctor has completed the necessary disability form. Benefits receivable by a sick or disabled employee equal half of their average weekly salary up to a designated weekly maximum (see Sick Leave Accrual Policy). Disability benefits under this plan are payable for a maximum of 26 weeks of disability during 52 consecutive weeks. When coverage is exhausted under this plan, eligible employees may apply for long-term disability benefits under the Institute's Total Disability Plan.

**Total Disability -**

The Disability Income Program with Teachers Insurance and Annuity Association (TIAA) upon approval assures you of a continuing monthly income if sickness or accident prevents you from working for a long or an indefinite period. The benefit paid will be approximately 60% of your monthly wage, not to exceed a benefit of \$5,000 per month less the sum of benefits from other sources. All regular employees who have completed one year of continuous service or were insured under a prior employer's group long-term disability insurance policy are eligible for total disability coverage.

**Workers' Compensation -** Injuries sustained on the job should be reported immediately to the supervisor. During absence from work resulting from such an injury, an employee is eligible for sick leave or may use accrued sick leave (see Sick Leave Accrual Policy), after which Workers' Compensation payments will be made until normal employment is resumed. Personnel should always be informed of job-related accidents.

**Unemployment Insurance -**

Under certain circumstances, employees who are terminated by the Institute may be eligible for New York or Maryland unemployment benefits. The Personnel Division can provide further details.

**Personal Accident Insurance -**

You may purchase a Personal Accident Insurance Plan which provides accident insurance only, independent of any other insurance coverage. Contact Personnel staff for further information and rates.

**Travel Insurance -**

Employees required to travel on business for the Institute are covered for accident or death while traveling. The amount of the insurance coverage depends upon the employee's salary.

## Flexible Spending Accounts

AIP's Flexible Spending Account (FSA) Program is designed to increase your disposable income by reducing the amount of taxes you pay. Flexible Spending Accounts enable you to use pre-tax dollars to pay for qualified health care expenses which are not reimbursed under your health care plan and qualified dependent/child care expenses.

When you open an FSA, you choose to have a specific dollar amount deducted from your gross annual salary (within IRS limits); the amount you choose will be withheld on a pre-tax basis from your bi-weekly paycheck and deposited to your FSA. You will then submit claims for reimbursement which are similar to health plan claims.

Whether you will benefit from a Flexible Spending Account depends on your individual financial and tax situation. Generally, the higher your expenses and your tax bracket, the more you benefit from an FSA. You may wish to consult with your personal tax advisor regarding your decision to participate.

## Retirement and Savings Plans

**Retirement Plan (Teachers Insurance and Annuity Association)** The TIAA-CREF retirement plan is a defined contribution, money purchase retirement plan, which provides lifetime retirement income for participants. All regular employees are eligible to participate in the TIAA-CREF retirement plan after two years of continuous Institute service at any age or after one year of service and attainment of age 26.

The Institute makes contributions of 10% of annual salary, which are vested immediately. Monthly payments are receivable upon retirement.

Employees eligible to participate will be contacted by a representative of the Personnel Division at the appropriate time.

Other retirement and/or savings plans available for employees who wish to make additional contributions are:

**Tax Deferred Annuity** - TIAA's Supplemental Retirement Annuity (SRA) is available to all regular employees upon employment.

**401(k) Tax Advantaged Savings Plan** - CIGNA's tax advantaged savings plan is available to all regular employees after one year of employment.

**U.S. Savings Bonds** - The Institute participates in the U.S. Treasury Savings Bond Payroll Savings Plan. Any regular employee may purchase U.S. Savings Bonds through payroll deduction.

Details about the above plans are available in the Personnel Division.

## Employee Referral

Any regular employee who refers an applicant who is employed by the Institute for three continuous months will receive the following referral fees

|                              |          |
|------------------------------|----------|
| Regular full time position - | \$200.00 |
| Regular part time position - | \$100.00 |
| Cottage industry position -  | \$75.00  |

This bonus will be paid following the applicant's successful completion of the three month introductory period.

## Employment of Relatives

Having members of the same family employed by the Institute can be a positive factor adding to the strength of the staff and is encouraged except as set forth below.

1. No relatives may be employed in the same section.
2. No relatives may be employed in positions such that one has supervision, directly or indirectly, over the other, or has any influence or appearance of influence over the other's employment, promotion, salary, or other related management or personnel actions.

## Jury Duty

Jury duty is a civic responsibility. All regular employees who are required to serve on a jury on a scheduled work day, will receive their regular pay from AIP for hours they are not able to work because of the time served on jury duty. They must present the court summons to the Personnel Division.

## Bereavement Leave

Regular employees are eligible for paid bereavement leave for up to three working days in the event of a death in an employee's immediate family and one day for all other family members.

Immediate family for the purpose of this policy shall be defined as spouse, children, parents, grandparents, grandchildren, sisters, brothers, and parents-in-law. Where a question arises, appropriate documentation must be submitted to the employee's supervisor to receive pay for bereavement leave.

## Personal Leave of Absence

Employees may occasionally request time off without pay for vacation, military summer camp, etc. A maximum of 90 days may be granted to a regular employee who has completed at least six months of employment. Requests for a personal leave of up to five days may be granted by the employee's supervisor and division manager. Requests for a leave of greater than five days must be approved in advance by the Branch Manager and Director of Human Resources. An extension of up to 30 days may be approved under compelling circumstances.

When on an official leave of absence without pay, you are entitled to a continuation of the benefits to which you would normally be entitled. An exception to this is the Institute's contribution to the retirement plan, which is tied into salary. You may, however, continue to make individual contributions to the retirement plan. All other benefits, such as Medical, Life Insurance, Total Disability and accrual of vacation time, will be continued during the official leave time. To continue employee coverage, you must reimburse AIP for your portion of the premium during the leave period.

Whenever possible, request for personal leaves of absence must be presented to your supervisor at least three weeks in advance. Such requests will be evaluated on the basis of staffing requirements, your performance and attendance record, the reason for the leave, and other appropriate business considerations.

## Disability Leave of Absence

Regular employees are eligible for a disability leave of absence due to illness, injury, or maternity.

A disability form should be completed and returned to the Personnel Division. This form includes a doctor's certificate stating the nature of the disability, the date disability commences, and the expected date of your return to work.

You will be permitted to use accrued vacation time prior to the commencement of an approved disability leave. Unused and accrued sick time will be applied, to the extent available, at the beginning of the leave of absence.

AIP will attempt to return an employee to the same or similar position at the same or similar salary held prior to the leave of absence, subject to current business requirements.

When you are able to return to work, AIP requires a physician's release that indicates the date you are able to return to your duties.

Failure to notify the Personnel Division of your availability to work, failure to return to work when called by AIP, or continued absence beyond the maximum leave duration allowed by AIP will be deemed a voluntary resignation of employment.

During your disability leave, you will be covered by AIP's insurance plans. You must reimburse AIP for your portion of the premium during the leave period.

## Family and Medical Leave

Employees who have worked at least 1250 hours for the Institute during the preceding 12 months are eligible to take up to 12 weeks of unpaid family/medical leave. This leave may be taken because of the birth or adoption of a child, because of serious illness, or in order to care for a seriously ill family member. Further information and appropriate forms are available in the Personnel Division.



## Military Leave of Absence

If you enter the military service of the United States, you are eligible for an unpaid military leave of absence. Present the Personnel Division with a copy of your service papers as soon as you receive them.

During your absence, your length of service accumulates and upon application within 90 days from date of discharge from military service, you will receive the current rate of pay and other benefits which have improved during your absence.

If you are recalled to attend yearly Reserve or National Guard duty, you will be granted a temporary military leave of absence. You should give your supervisor and Personnel as much advance notice as possible so that we may ensure proper coverage while you are away. In addition, if you are in the Reserves or National Guard and have completed your introductory period before commencing the reserve duty, the Institute will pay the difference between your service pay and your basic earnings for a maximum period of two weeks per year. Proof of reserve pay is required in order to enable the Institute to pay you accordingly.

## Harassment

The American Institute of Physics prohibits harassment of its employees in any form -- by supervisors, co-workers, clients or vendors. This policy is founded on the conviction that all employees have the right to a work environment free from intimidation and harassment.

While it is not easy to define precisely what harassment is, it certainly includes unwelcome sexual advances, requests of sexual favors, and other verbal or physical conduct of a sexual nature such as uninvited touching or sex related comments.

Any employee who feels subjected to harassment should immediately report the matter to the Director of Human Resources. Violations of this policy may result in disciplinary action up to and including discharge.

## General Rules of Conduct

As we are all aware, rules and regulations are essential to the general safety and welfare of our employees and to the efficient operation of the Institute. The following rules have been established for everyone's guidance while employed at AIP. This list of rules is not intended to be all-inclusive, since it is impossible to determine all the circumstances which may arise. However, these rules will provide illustrative standards by which employees should conduct themselves.

The procedure for handling discipline may include verbal warning, written warning, suspension without pay, and termination of employment.

The following are examples of unauthorized behavior:

- ◆ Insubordination
- ◆ Foul or abusive language
- ◆ Use or possession of intoxicants or illegal drugs on or off AIP's premises during work hours; reporting to work while under the influence of intoxicants or illegal drugs
- ◆ Sleeping on the job
- ◆ Fighting on the job or the threat of bodily harm to others while on the job
- ◆ Misuse of or damage to Institute material or equipment or to the material or equipment of another employee
- ◆ Unauthorized removal of property belonging to the Institute or another employee
- ◆ Carelessness endangering the safety of oneself or others
- ◆ Constant pattern of tardiness or absenteeism without authorization
- ◆ Misbehavior including but not limited to: horseplay, harassing or intimidating fellow employees, making malicious statements about fellow employees or about the Institute, misuse of confidential information, falsifying records, and illegal conduct.

◆ Violation of safety or other operating rules. A positive attitude for the safety of your fellow employees and yourself must be observed at all times. This includes using proper safety equipment and reporting any unsafe practice to your supervisor.

- ◆ Carrying or possessing weapons of any kind on Institute property
- ◆ Parking in non-designated areas
- ◆ Unauthorized use of Institute telephones
- ◆ Solicitation of any kind by an employee or another employee while either is on working time

## Miscellaneous

**Bulletin Boards** - Important business notices and items of general interest are continually posted by Management on our employee bulletin boards at all locations. Make it a practice to review them frequently. This will assist you in keeping up with what is current at AIP. Employees are not permitted to post material on the bulletin board or elsewhere in AIP facilities without proper authorization from the Personnel Division.

**Identification Badge** - You will be issued an employee identification badge. Admission to the buildings is limited to employees properly displaying identification badges. For security reasons, you are expected to wear your badge on the outside of your clothing while at work. If you lose your badge, report it to your supervisor.

**INSIDE AIP** - This newsletter, published monthly, is distributed to all staff.

**Lunchrooms** - The Institute maintains a lunchroom at its New York and Maryland locations. Free coffee and tea is provided in the morning before 8:45 a.m. NY and 8:30 a.m. MD, during lunch time and during morning and afternoon breaks at all locations. Employees must arrange their lunch time, at the discretion of their supervisors, between the hours of 12:00 noon and 2 p.m.

**Personal Visits and Telephone Calls** - Any personal visits or telephone calls during your work hours are prohibited. Should an emergency arise, your family or friends should be directed to contact the Personnel Division and someone there will arrange that you be notified. Any personal telephone calls should be made during break periods.

**Weather-Related Closings of AIP Offices** - The Institute monitors all hazardous weather conditions. When a decision for a closing or late arrival is made, the telephone relay list for each division is activated. All employees will be notified as early as possible. If an early closing time is announced, all employees are expected to observe the revised hours of work. (Disabled employees may leave 15 minutes before the scheduled closing time). Any other early departure will be subject to docking.

## Solicitation/Distribution

We believe that employees should not be disturbed or disrupted in the performance of their job duties. For this reason solicitation of any kind by an employee of another employee is prohibited while either person is on working time. Solicitation of any kind by non-employees is prohibited at all times.

Distribution of advertising material, hand bills, printed or written literature of any kind in working areas of our Institute is prohibited at any time. Distribution of literature by non-employees on Institute premises is prohibited at all times.

## Off-Duty Access

For your protection and safety, you are not permitted to enter the interior of our facilities or exterior work areas at any time when you are not scheduled to work.

## Good Housekeeping

Good housekeeping not only improves the appearance of our facilities, but also prevents fires, accidents, and personal injuries. You are responsible for keeping your work area clean and neat at all times. AIP counts on you to keep our work environment clean and safe. We urge you to discard all garbage in the receptacles provided throughout our buildings.

Our mutual effort in keeping AIP's work environment clean and professional in appearance at all times will make our time at work safer and more enjoyable.

## Safety First

AIP maintains an active safety program. Your cooperation is a vital part of this program to protect you, your fellow employees and our visitors from injury. The following are some safety rules we would like you to pay particular attention to:

- ◆ Immediately report any condition or practice that appears unsafe to your supervisor.
- ◆ Operate only equipment that you are trained and authorized to use.
- ◆ Observe smoking regulations which permit smoking on the grounds only.
- ◆ In case of fire, designated people are stationed in each area to act as fire wardens. Please look to them for instructions, and obey their orders.
- ◆ Do not block fire corridors or fire exit doors. Furniture, equipment, or electric cords may not be stored in front of exit doors.
- ◆ Familiarize yourself with the location of fire extinguishers in all areas of our building.
- ◆ Approach walkways and intersections carefully. Do not run in the building.
- ◆ Drive cautiously in AIP parking areas.
- ◆ Become familiar with emergency evacuation procedures.
- ◆ Wear safety gear where necessary.
- ◆ Do not bring unauthorized visitors or children into our building.
- ◆ Immediately report all injuries incurred by yourself, fellow employees, or visitors, however slight, to your supervisor, and the Personnel Division. They will assist in arranging for appropriate medical attention.

## Smoking Policy

Smoking is prohibited in all AIP buildings. Those wishing to smoke may smoke outside the buildings except at the front entrances.

## Drug-Free Workplace Policy

It is the policy of the Institute, in compliance with federal, state, and local regulations, to prohibit the unlawful manufacture, distribution, possession or use of a controlled substance on the Institute's premises or work sites, including the Institute's vehicles and any private vehicles parked at Institute work sites, or while engaged in Institute activity at other locations.

Entering the Institute's premises or being at work with drug paraphernalia or under the influence of alcohol, drugs, or controlled substances is prohibited. "Under the influence" is defined as being unable to perform work in a safe and productive manner, being in a physical or mental condition that creates a risk to the safety and well-being of the individual, other employees, the public, or the Institute's property.

Full compliance with this drug-free workplace policy is a condition of employment at the American Institute of Physics. Any employee who violates the policy shall be subject to discipline up to and including immediate discharge.

The Institute recognizes substance abuse as an illness for which effective treatment and rehabilitation are available. Every effort will be made to ensure absolute confidentiality for anyone with a substance-abuse problem. (See Employee Assistance Program.)

## If You Must Leave Us

Your employment with AIP is not for any stated period, and you may resign at any time. We understand there may be circumstances which may necessitate the conclusion of your employment with us. We request that you provide your supervisor with as much advance notice as possible. Your thoughtfulness will be appreciated and will be noted favorably on your employment records. Similarly, AIP may terminate the employment relationship at any time. At the end of your employment, you will be paid for the time actually worked less any amounts you may owe the Institute at the time you terminate, such as tuition advances or health coverage.

## Continuation of Coverage under COBRA (Consolidated Omnibus Budget Reconciliation Act)

Upon termination from the Institute, or if your work hours are reduced, and if this event makes you or your dependents no longer eligible to participate in one of our group health insurance plans, you and your eligible dependents may have the right to continue to participate for up to eighteen months at your (or your dependents') expense. If you are determined to be disabled under the Social Security Act at the time your termination or reduction in hours occurs, you may be entitled to continuation of coverage for up to twenty-nine months.

## A Few Closing Words

The information in this handbook is general in nature. Should questions or discrepancies arise, established procedures will be consulted for complete details. The policies, benefits, and rules contained in this handbook may be changed, improved, or deleted at any time.

Again, welcome to AIP. Please speak to your supervisor or Personnel Staff if you have questions which are not answered by this handbook.

## Receipt of *Employee Handbook*

I acknowledge that I have received the *AIP Employee Handbook* and that I am responsible for reading, understanding and following its contents. I understand that it is not a binding contract of employment but a set of guidelines for the implementation of AIP's personnel policies. I understand AIP may modify any of the provisions of this *Handbook* at any time as considered necessary or desirable.

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Signature

Date

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Employees Name (Printed)

## INDEX

- absence, 9, 10, 15, 33
- access to facilities, 35, 37
- accident insurance, 21, 23, 24
- accidents—job related, 24
- advancement, 18
- advance paycheck, 14
- AIP locations, ii, 2
- American Center for Physics (ACP), 2
- attendance, 9
- attendance incentives, 9
- benefit booklets, 21
- benefits program, 21-25, 29
- bereavement leave, 28
- bonus day, 9
- breaks, 8
- bulletin boards, 18, 35
- Career Planning & Placement Division, 4
- carry-over of vacation days, 13-14
- cash incentive bonus, 9
- cleanliness, 37
- closing of Institute, 36
- COBRA, 40
- coffee and tea, 35
- complaints, 6
- conduct, rules of, 33-34
- continuation of coverage under COBRA, 40
- Corporate Associate members, 2, 4
- cottage industry employee, 8, 27
- day shift, 8
- death in family, 28
- dental care plan (MetLife), 21, 22
- direct deposit, 15
- disability, 11, 21, 23, 30
- disability leave of absence, 30
- disciplinary action, 32, 33
- drug-free workplace, 39
- early dismissal, 36
- Education and Employment Statistics Division, 3, 4
- Employee Assistance Program (EAP), 20, 39
- employee questions, suggestions, and complaints, 6, 7, 17, 21
- employee referrals, 27
- equal opportunity employment, 5
- evening shift, 8
- family and medical leave, 30
- family or dependent coverage, 21
- fire procedures, 38
- fire wardens, 38
- flexible spending account (FSA) program, 25
- 401(k) tax advantaged savings plan, 26
- full-time employee, 8
- function of AIP, 3
- group life insurance plan, 21, 23
- Handbook*, purpose of, 1
- harrassment, 32
- health care plans, 21-23, 25
- health maintenance organizations (HMO's), 22
- HIP Choice, 22
- HIP/HMO, 22
- history of AIP, 2
- History of Physics Archives, 4
- holidays—paid, 11
- holiday schedule, 11, 12
- hourly in-house employees, 8, 13
- housekeeping, 37
- ID badges, 35
- illness, 9, 10, 23, 30
- Immigration Reform and Control Act, 5
- injuries, 10, 23, 24, 30, 38
- INS Form I-9, 5
- INSIDE AIP*, 35
- insubordination, 33
- insurance, 21-24, 29, 30
- intoxicants or drugs, 33
- introductory period of employment, 7, 27, 31
- jury duty, 28
- layoff, 5, 11
- leaves of absence, 11, 29-31
- life insurance, 21, 23, 29
- long-term disability insurance, 21, 23
- lunch, 8, 35
- lunchrooms, 35
- mail-order prescription drug program, 22

Major Medical insurance (MetLife), 22  
maternity, 30  
medical coverage, 21-24  
member societies, 2, 3  
MetLife dental plan, 22  
MetLife Managed Care Plan, 22  
MetLife pamphlet, 22  
MetLife Vision Care, 22  
military leave of absence, 31  
misuse of Institute equipment, 33

Niels Bohr Library, iii, 4  
nondiscriminatory policy, 5

on-call employee, 8  
open-door policy, 6  
organization of AIP, 2  
overtime, 15

paid vacation, 13  
parking, 34  
part-time employee, 8  
paycheck, 14, 15, 21, 25  
paycheck stub, 15  
paydays, 15  
payroll deduction, 26  
performance evaluation, 7, 17, 18  
personal days, 11, 12  
personal leave of absence, 29  
personnel records, 16  
Physics History Division, 4  
policy and benefit changes, 1  
prescription drug plan, 21, 22  
promotions, 18  
Public Information Division, 3  
publishing activities, 3  
punctuality, 9, 33

receipt of *Employee Handbook*, 41  
regular employee, 8, 10, 11, 13, 19, 23,  
27, 29, 30  
relatives, employment of, 27  
Reserve or National Guard duty, 31  
resignation, 9, 30, 40  
retirement, 14  
reviews, 7, 17

safety procedures, 33, 34, 38  
salary deduction, 26  
savings plan, 26  
scheduling vacation days, 14  
service anniversary awards, 14  
sexual harassment, 32  
short-term disability, 21, 23  
sick days, 10  
sick leave, 9, 10  
sick leave accrual, 10, 13, 23, 24, 30  
Sigma Pi Sigma, 2, 3  
smoking, 38, 39  
Society of Physics Students, 2, 3  
solicitation/distribution, 34, 37  
staff development & advancement, 18  
staff size, 2  
substance abuse, 20, 39  
suggestions, 6, 7  
supervisor relations, 6, 7, 10, 12, 14, 17,  
18, 20, 28, 29, 31, 35, 38, 40  
supplemental retirement annuity (SRA),  
26

tax deferred annuity, 26  
telephone relay list, 36  
telephone use, 34, 35  
termination, 5, 9, 14, 32, 33, 39, 40  
TIAA-CREF retirement plan, 26  
total disability, 23, 29  
travel insurance, 21, 24  
tuition assistance, 18, 19

unemployment insurance, 21, 24  
U.S. savings bonds, 26  
unreported absence, 9

vacation policy, 10, 13, 14, 29, 30  
vision care plan (MetLife), 21, 22  
visitors, 35, 38

W - 4 form, 16  
workday, 8  
workers' compensation, 21, 23, 24  
work week, 8



May 1996

TO: All Employees of AIP  
FROM: T.C. Braun *T.C.B.*  
SUBJECT: REVISED *EMPLOYEE HANDBOOK*

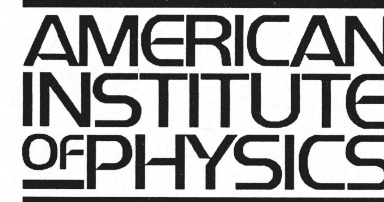
Attached is the revised *Employee Handbook*. Please insert into your *Employee Handbook* looseleaf, discard the old and take time to familiarize yourself with AIP's overall policies and practices.

Please feel free to call the Personnel Division if you have any questions.

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# Employee Handbook

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Revised May 1996



## AMERICAN INSTITUTE OF PHYSICS LOCATIONS

**One Physics Ellipse**  
College Park, Maryland 20740-3843  
Tel: 301-209-3100 • Fax: 301-209-0843

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## MEMBER SOCIETIES

The American Physical Society  
Optical Society of America  
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The Society of Rheology  
American Association of Physics Teachers  
American Crystallographic Association  
American Astronomical Society  
American Association of Physicists in Medicine  
American Vacuum Society  
American Geophysical Union

## OTHER MEMBER ORGANIZATIONS

Sigma Pi Sigma Physics Honor Society  
Society of Physics Students  
Corporate Associates

## TO AIP STAFF MEMBERS

Our organization, the American Institute of Physics provides a wide variety of services for science societies, the physics community, students and the general public, as well as for over 100,000 people who comprise AIP's ten Member Societies.



AIP is the world's largest publisher of physics research literature. We publish our own magazines and archival journals. We also assist Member Societies in the production and distribution of their journals. AIP translates and publishes English versions of selected Russian language journals and distributes other journals published by foreign physics organizations. Under the imprint AIP PRESS, we publish books and conference proceedings. AIP also publishes Physics Academic Software.

Through its physics programs, AIP contributes to public awareness and education. Among AIP's contributions are education programs including the Society of Physics Students, the Center for History of Physics including the Niels Bohr Library, a Corporate Associates Program, and divisions for Public Information, Statistics (on physics education and employment), and Career Services. In these and many other ways, AIP reaches out to serve the community of physicists, astronomers, and the public at large.

As an AIP staff member you are advancing, directly or indirectly, the important goals of the Institute; your chosen career is one of service to science and society.

This booklet provides you with an introduction to AIP and its personnel policies and benefits. Keep it handy for future reference. Whenever you need more information or an answer to a question that does not appear in this *Handbook*, please consult your supervisor or a member of the Personnel Division.

*continued on next page*

One of my pleasures as AIP's Executive Director is working with fellow employees and exchanging ideas on how the organization can function better. Communication is the key to improved performance and greater job satisfaction, so please feel free to contact me with your suggestions.

A stylized, handwritten signature of Marc H. Brodsky in dark ink.

Marc H. Brodsky  
Executive Director/CEO  
May 1996



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**ARTHUR T. BENT**



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## **DIRECTOR, HUMAN RESOURCES**

**THERESA C. BRAUN**

## **TABLE OF CONTENTS**

|  |    |
|--|----|
| About This <i>Handbook</i> .....             | 1  |
| AIP History and Organization .....           | 2  |
| AIP Activities and Programs .....            | 3  |
| Equal Opportunity in Employment .....        | 5  |
| Immigration Reform and Control Act .....     | 5  |
| Questions, Suggestions, and Complaints ..... | 6  |
| You and Your Supervisor .....                | 7  |
| Your Introductory Period of Employment ..... | 7  |
| Full-Time and Part-Time Employees .....      | 8  |
| Your Normal Work Week .....                  | 8  |
| Attendance and Punctuality .....             | 10 |
| Sick Leave .....                             | 11 |
| Sick Leave Accrual .....                     | 11 |
| Paid Holidays .....                          | 12 |
| Personal Days .....                          | 13 |
| Vacations .....                              | 14 |
| Service Awards .....                         | 15 |
| Overtime .....                               | 16 |
| Your Paycheck .....                          | 16 |
| Personnel Records .....                      | 17 |
| Performance Reviews .....                    | 18 |
| Staff Development and Advancement .....      | 19 |
| Pat on the Back .....                        | 19 |
| Tuition Assistance Plan .....                | 20 |
| Employee Assistance Program .....            | 21 |
| Employee Benefits Program .....              | 22 |
| Employee Referral .....                      | 23 |
| Employment of Relatives .....                | 23 |
| Jury Duty .....                              | 24 |
| Bereavement Leave .....                      | 24 |
| Family and Medical Leave Policy .....        | 25 |
| Military Leave of Absence .....              | 29 |
| Harassment .....                             | 30 |
| General Rules of Conduct .....               | 31 |
| Miscellaneous .....                          | 33 |
| Solicitation/Distribution .....              | 35 |
| Good Housekeeping .....                      | 35 |
| Safety First .....                           | 36 |
| Smoking Policy .....                         | 37 |
| Drug-Free Workplace Policy .....             | 37 |

|   |    |
|---|----|
| If You Must Leave Us .....                | 38 |
| A Few Closing Words .....                 | 38 |
| Receipt of <i>Employee Handbook</i> ..... | 39 |

## About This Handbook

We want your job experience to be rewarding and enjoyable and we believe the more you know about the Institute, the more satisfaction you can derive from your job.

With this in mind, we have prepared this *Employee Handbook* to help you become acquainted with the Institute, its personnel policies, and the benefits offered to you as an employee. Please review the *Handbook* carefully and keep it for future use.

Due to government regulations and the changing demands of our operations, we may modify these policies and benefits from time to time. This *Handbook* contains guidelines for the Institute's use. Its terms should not be regarded as contractual in nature. We will attempt to keep you up to date regarding changes that affect you.

## AIP History and Organization

The American Institute of Physics (AIP) is a not-for-profit membership corporation chartered in New York State in 1931 for the purpose of promoting the advancement and diffusion of the knowledge of physics and its application to human welfare. Its governance is provided by Member Societies. Currently there are ten Member Societies.

It is the mission of the Institute to serve the sciences of physics and astronomy by serving the Societies, by serving individual scientists, and by serving students and the general public.

Today, the Institute has a staff of nearly 500 people handling its various services for more than 100,000 members of ten Member Societies. In addition, 6,000 students in more than 670 colleges and universities are members of the Institute's Society of Physics Students; the physics honor society, Sigma Pi Sigma, has over 50,000 members and is represented through 59 Corporate Associate members.

At the end of 1993, the Publishing Center was consolidated on Long Island, New York, while Physics Programs and Finance and Administration moved to the American Center for Physics (ACP) in College Park, MD.

The American Center for Physics opened in October 1993 in a new 120,000 square foot building on 24 acres of land in College Park, Maryland. ACP provides headquarters for the American Institute of Physics, The American Physical Society (APS), the American Association of Physics Teachers (AAPT), and the American Association of Physicists in Medicine (AAPM).

The major ongoing goals of the AIP staff are described under the following headings:

- Umbrella
- Pricing
- Image
- Timeliness

## AIP Activities and Programs

The Institute provides publishing and other services for ten Member Societies, collects dues, provides financial services, handles subscription fulfillment for 80 publications, mails ballots, announcements, and prepares membership directories. It also publishes its own journals, translates and publishes Russian journals, and publishes books, conference proceedings, software, and special reports.

The American Institute of Physics is best known for its extensive publishing operation. A large fraction of the world's physics research literature is published by AIP and its member societies. By adopting appropriate up-to-date publishing techniques, the Institute ensures that current physics and astronomy research papers are widely distributed promptly and economically. In addition to publishing original papers, AIP prepares and distributes various current physics information products to assist scientists in finding and retrieving the research contributions relevant to their work.

AIP's flagship monthly magazine, *Physics Today*, goes to 115,000 subscribers, including many overseas. A bi-monthly magazine/journal, *Computers In Physics*, reports on significant developments in computer software, hardware, and methodology for physics research and education. *The Industrial Physicist* is a quarterly magazine that helps physicists and their managers in companies make more effective use of physics in furthering corporate goals.

The Public Information Division provides the media with information concerning developments in physics and astronomy. It operates press rooms at society meetings, provides science news reports for TV and radio programs, prepares special news releases, distributes booklets in response to requests, and is a clearing house for current information about physics and physicists.

The Institute assists those interested in a physics career by publishing guidance booklets through its Education Division. The Society of Physics Students, with its honor component, Sigma Pi Sigma, is part of this division.

The Career Services Division provides physicists with information about career opportunities and placement services, while the Education and Employment Statistics Division carries out statistical studies.

The Physics History Division includes the Niels Bohr Library and the History of Physics Archives. It preserves and catalogs documents relevant to the history of physics in the United States and provides public exhibits featuring the history of physics.

As well as specific programs mentioned above, the Institute maintains a liaison with industry, through the AIP Corporate Associates activities and with other outside scientific and publishing organizations.

## **Equal Opportunity in Employment**

The American Institute of Physics is an equal opportunity employer. We believe that every employee has the right to be treated with dignity and respect. Accordingly, we will not discriminate on the basis of age, race, creed, color, sex, national origin, citizenship, disability, marital status or other protected characteristics. Our management team is dedicated to ensuring the fulfillment of this policy with respect to recruitment, advertising, hiring, placement, promotion, rates of pay or other forms of compensation, selection for training, layoffs, termination, and general treatment during employment.

## **Immigration Reform and Control Act**

In accordance with the Immigration Reform and Control Act of 1986, it is the Institute's policy to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit proof of their identity and employment authorization. Employees will also be required to complete and sign, under oath, Immigration and Naturalization Service Form I-9. Form I-9 requires you to attest that you are authorized to work and the documents submitted are genuine.

If you are authorized to work in this country for a limited period of time, before the expiration of that period you will be required to submit proof of your employment authorization and sign another Form I-9 in order to remain employed by the Institute.

## Questions, Suggestions, and Complaints

The best way to develop a rewarding and enjoyable work environment is through open, honest, and direct communication about all aspects of our jobs. There are times when each of us has a question, comment, or problem that needs to be addressed. The AIP policy is simple: ask it, suggest it, or let us know about it.

The Institute encourages you to bring your questions, suggestions, and complaints to management's attention. Everyone will receive careful consideration and a timely response. When many people work together, situations may be viewed differently. While no one can guarantee that you will always receive the answer you want, we will attempt to provide fair consideration to any question, suggestion, or complaint that may arise.

When you have a problem or a question, you should discuss the situation with your supervisor. You and your supervisor work together on a daily basis and our experience has shown that many problems can be effectively resolved at this level. We encourage you to speak openly and honestly with your supervisor.

If you still feel that your problem has not been dealt with fully, or if for some reason you feel uncomfortable discussing the matter with your supervisor, discuss your concern with your Division or Branch Manager, then, if necessary, the Director of Human Resources or her designee. The officers of the Institute, including the Executive Director, maintain an open-door policy. They are glad to hear from employees with special suggestions or concerns.

As you can see, we are anxious to hear from you on any subject and look forward to working with you to address your concerns. We want you to have every opportunity to discuss your problems freely.

## You and Your Supervisor

Your supervisor is a vital part of our management team and will have more to do with your welfare and development than any other person in our organization. Your supervisor is directly involved in planning work schedules, ensuring the quality of your work, and providing you with whatever assistance you may need. Furthermore, your supervisor will explain your new job responsibilities, introduce you to your fellow employees, show you where things are, and periodically evaluate and advise you concerning your work performance.

An important aspect of a supervisor's duties is to listen to questions, suggestions, and problems and to provide an appropriate, effective response. He/she is not only to supervise, but to make your thoughts and concerns known to upper management. We all benefit when you give your supervisor your cooperation and discuss issues openly with him or her.

## Your Introductory Period of Employment

It usually takes a period of time for new employees to get to know a new work environment and the people with whom they will be working. Similarly, an employer needs time to get acquainted with new employees and to find out how well they fit into the job for which they were hired. At AIP, this time is called an "introductory period."

The first six consecutive months of employment are considered to be an introductory period. Employee performance will be evaluated during this period to determine if employment should be continued.



## Full-Time and Part-Time Employees

Currently regular full-time employees work at least 35 hours per week in New York, and 37.5 hours per week in Maryland, and receive full benefits. These hours are subject to change according to business needs.

Regular part-time employees work at least 25 hours per week and receive full benefits.

Hourly employees will usually work less than 25 hours per week at an AIP location.

Temporary employees are hired as needed on an irregular basis.

Cottage employees will usually work less than 25 hours per week, at home.

Throughout the *Employee Handbook* the term "regular employee" will be used to denote only regular full-time and part-time employees.

## Your Normal Work Week

The normal work week for (full-time) employees is 35 hours (in New York) and 37.5 hours (in Maryland), Monday through Friday.

### New York

There are two shifts: a day shift from 8:45 a.m. to 4:15 p.m., with ½ hour for lunch and two 15-minute breaks; and an evening shift from 5:00 to 10:00 p.m., with one 15-minute break.

### Maryland

The normal work day is from 8:30 a.m. to 5:00 p.m., with one hour for lunch and two 15-minute breaks.

Maryland employees may work flexible hours, within the following guidelines. All regular, full-time employees must work during the core hours of 9:00 a.m. - 4:00 p.m., taking either a half-hour or an hour for lunch. In addition, at least one senior staff member must be present in each department during regular business hours (8:30 a.m. - 5:00 p.m.), and telephones must be continuously covered. All flex time must be approved by the division manager.

Business conditions and other factors may require that adjustments be made to these schedules from time to time. Also, the working hours of individual employees may need to be changed to address special business needs. The Institute reserves the right to change the normal business hours and length of the work week. However, in either of these circumstances, every effort will be made to provide employees with advance notice of changes in daily/weekly work schedules.

## **Attendance and Punctuality**

You were hired to perform important functions as part of our team. As with any group effort, cooperation and commitment from each individual are required if the Institute is to operate effectively. Therefore, regular attendance and punctuality are expected of all employees at AIP; it is your responsibility to AIP, to your fellow employees, and to yourself.

We recognize that there may be times when your absence or lateness cannot be avoided, due to illness or another legitimate reason. In such cases, you are expected to telephone your supervisor before the start of your shift. You should call in every day that you are away from your job. Unreported absence may subject an employee to disciplinary action, up to and including termination. Two consecutive days will be regarded as a voluntary resignation.

Consistent and/or a pattern of unexcused absenteeism or unexcused lateness cannot be tolerated because of the negative effect on the Institute, the employee's performance, and that of his or her co-workers.

**INTER-OFFICE MEMORANDUM**

**TO:** All AIP & Resident Society Employees

June 24, 1996

**FROM:** T. C. Braun *TB*

**SUBJECT:** Revised page of Employee Handbook

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**Attached is a revised page 10 of the Employee Handbook. Please replace this page in your Handbook and discard the old one. We apologize for the oversight and any confusion this may have caused anyone.**

**Attendance and Punctuality**

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**Attendance Incentives**

All regular employees with a record of no sick leave (including absence due to job-related illness or injury) for the year (perfect attendance) will receive two bonus days. This paid time off must be taken within the next year.

AIP will award a cash incentive bonus of \$200 to each regular employee with no more than two sick days during the calendar year (1 January through 31 December). New employees will be eligible for this cash incentive only for a full calendar year of employment.

## Sick Leave

AIP will compensate all regular employees after three continuous months of employment for up to ten days of sick leave in each calendar year.

During the first calendar year of employment, eligibility for paid sick leave is based on length of service, calculated as follows: **after three months**, you are eligible for one day per month remaining in the calendar year. **Note:** To receive credit for a full month, you must be hired on or before the 15th day of that month. (Examples: hired 12 January, you have 9 days for the year; hired 21 May, you have 4 days for the year; hired 19 September, you have 0 days for the balance of the calendar year.)

You are expected to notify your supervisor as early in the day as possible on the first day of sick leave and every day thereafter that you are away from your job. Absences due to illness exceeding five days will require a doctor's certification that you are fully able to return to work.

Employees terminating employment for any reason are not entitled to payment for any accrued unused sick time.

## Sick Leave Accrual

For all regular full-time and part-time employees, on the first day of each year, unused sick days from the preceding year will be credited to a sick leave accrual account.

Any unused vacation leave in excess of 30 days will also be converted to sick leave and credited to the sick leave accrual account on the first day of each year (see Vacations).

Accrued sick leave may be used only for employee illnesses or injuries resulting in absences of eight or more consecutive work days (i.e., disability leave). In addition, this accrued sick leave may be used only after all 10 sick days have been exhausted in that calendar year.

Employees terminating employment for any reason are not entitled to payment for any unused sick leave accrual account.

## Paid Holidays

All regular full-time and part-time employees are granted twelve paid holidays which may include one or more personal days (see Personal Days). The holidays are:

New Year's Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day

Depending on the day of the week Christmas and New Year's are celebrated, two additional holidays may be added during this period.

In order to be eligible to receive holiday pay, you are required to work your regularly scheduled hours the workday preceding and the workday following the holiday. In accordance with the Institute's policy, an approved vacation day or any other excused and paid-day off is considered a day worked for purposes of holiday pay eligibility.

The holiday schedule for the following year is announced in the fall. Holidays occurring during an employee's vacation are not charged against vacation time. Employees on leave of absence, disability or layoff are not eligible for paid holidays.

## Personal Days

Depending on the number of official holidays in a calendar year, one or more additional personal days are given to complete the 12-day total. (This is shown on the holiday schedule.)

Personal days must be requested at least two days in advance, from your supervisor. Personal day requests that cannot be accommodated will be rescheduled to a mutually agreeable time. No personal days may be carried over into the following calendar year.

As a new employee, you are eligible for a personal day after three months of employment. In a year with two personal days on the holiday schedule, new employees hired between 1 January and 30 June are eligible for both days; those hired between 1 July and 31 December are eligible for one day, subject to the three-month waiting period mentioned above.

Employees terminating employment for any reason are not entitled to payment for any unused personal time.

## Vacations

Vacation time is provided to employees by AIP in recognition of the importance of uninterrupted periods of rest, relaxation, and time with family members. Accordingly, vacation time is to be used for vacation. It may not be "cashed in" by working during a vacation period. A maximum of 30 days may be carried over from one year to the next. At the beginning of each year, all unused vacation days in excess of 30 will be credited to your sick leave accrual account (see Sick Leave Accrual), except as described under "Exceptions," on page 15.

Regular full-time and part-time employees who have worked at AIP for at least six full months qualify for paid vacation on the following basis. **Note:** To receive credit for a full month, you must be hired on or before the 15th day of that month.

### Length of Service

|  |   |
|--|---|
| • Within the first year of employment at AIP   | One day of vacation per month determined by the employee's date of hire   |
| • First anniversary through fifth anniversary (2nd, 3rd, 4th, 5th years of employment)                 | One and one-quarter days of vacation for each month employed (15 vacation days for a full 12-month year worked) |
| • Sixth year of employment and each year thereafter (20 vacation days for a full 12-month year worked) | One and two-thirds days of vacation for each full month employed  |

Hourly in-house employees who work a minimum of 15 hours per week and have worked at AIP for at least one year qualify for paid vacation on the following basis:

- |   |  |
|---|--|
| • First anniversary through second anniversary (2nd year of employment) | One half day of vacation for each month employed (6 vacation days for a full 12-month year worked) |
| • Third year of employment and each year thereafter                     | One day of vacation for each month employed (12 vacation days for a full 12-month year worked)     |

Additional vacation days are awarded in recognition of special employee service anniversaries, as follows:

- |   |  |
|---|--|
| • Upon completion of <b>15</b> years of service | Five days (must be taken prior to the 20th year) |
| • Upon completion of <b>20</b> years of service | 10 days (prior to 25th year)                     |
| • Upon completion of <b>25</b> years of service | 10 days (before retirement)                      |

### Exceptions

Following the 15th and up to the 20th year of service, you may carry over 35 days of vacation. Following the 20th and up to the 25th year, 40 days may be carried over until retirement.

Vacation schedules must be approved by the appropriate supervisor prior to any vacation. Supervisors are to consider schedules and business conditions for the requested vacation period and the length of service of the requesting employee.

Employees terminating employment for any reason are entitled to payment for all accrued unused vacation time.

### Service Awards

In recognition of the value of its employees, AIP offers service anniversary awards at the following times: 5, 10, 15, 20, 25, 30 and 35 years of service.

### Overtime

Employees are expected to work overtime when requested to do so by their supervisors. Overtime work is not permitted except when specifically authorized.

Overtime work by non-exempt employees will be paid at the regular rate for all hours up to 40 per week and at one and one-half times the regular rate of pay for all hours worked in excess of 40 per week. Every effort will be made to provide advance notice when overtime work is required.

### Your Paycheck

All employees are paid bi-weekly.

When a payday falls on a holiday, payroll checks will be distributed on the preceding working day.

Your paycheck includes all earnings including any overtime that is submitted by the payroll deadline. Year-to-date earnings are itemized on the check.

If you are absent on payday, your paycheck will be held at the Personnel Division.

Forms required for Direct Deposit are available in the Personnel Division.

## Personnel Records

The Personnel Division maintains appropriate records concerning your employment at AIP. It is important that you provide Personnel with current information to update your personnel records, particularly in case of emergency and to ensure receipt of benefits.

Employees should immediately notify their supervisor or the Personnel Division of any changes in:

- Name
- Address
- Telephone Number
- Marital Status
- Number of Dependents (For W-4 Use)
- Emergency Information
- Beneficiary(ies) for insurance purposes
- Dependent(s) reaching the age of 23

## Performance Reviews

Our policy is to pay competitive wages in order to attract and retain quality employees. In addition, AIP periodically evaluates the performance of each employee. The Institute normally reviews employees' performance annually. All new hires will receive a performance review at the end of their 6 month introductory period.

Performance is rewarded based on merit. Our performance evaluation program gives you an opportunity to sit down with your supervisor to review how your work has progressed since your last review. During this evaluation, mutual goals for the future are discussed, and what steps may be necessary to reach those goals.

While we have established a schedule for performance evaluation, this schedule is not intended to limit discussions of performance, goals, and/or objectives to those times. We urge you, as we urge our supervisors, to discuss any questions or problems related to your performance on an ongoing basis. We hope this type of communication will enhance your performance and ensure our mutual success.

## **Staff Development and Advancement**

We believe that employees should have the opportunity to increase their knowledge and skills, to improve current performance and (when qualified) assume new responsibilities. Therefore, you are encouraged to improve your knowledge and skills in order to become qualified for more responsible positions. We assist you, where appropriate, in the achievement of your personal goals with training programs and the Tuition Assistance Plan.

Because of the training required for most positions at AIP, you may not apply for a position in another division before completing one year in your present position.

Advancement at AIP is based on merit (e.g., consistently good performance and reliability; necessary knowledge and skills; and demonstrated ability to accept increased responsibilities). The Institute will attempt to promote employees wherever possible to fill openings at higher levels of responsibility. Job openings at AIP are posted on bulletin boards at all locations, and qualified staff are encouraged to apply.

In selecting applicants for available positions, consideration will be given to performance reviews, background and educational qualifications, length of service, and supervisor's recommendations.

## **Pat on the Back**

A manager may, with approval from his or her Director or Officer, award a monetary "Pat on the Back" (\$100 cash) to an employee deemed to have made a significant extra effort or contribution to the department of the Institute. All "Pat on the Back" recommendations are made in writing and must be approved by the Director of Human Resources.

## **Tuition Assistance Plan**

Upon approval, the Institute will pay 75% of the tuition and registration fees at the time of enrollment, for courses taken by eligible employees. To be eligible, you must have worked for AIP for at least six months as a regular employee and must obtain a passing grade in the course(s). There is a maximum of \$2,500 per school year (from September through August).

Approved courses include those that are pertinent to your work, that lead towards a degree at an accredited school, or that are taken to fulfill matriculation requirements.

Forms and further information can be obtained from the Personnel Division.



## **Employee Assistance Program**

AIP's Employee Assistance Program (EAP) provides a highly confidential and experienced source of help for employees who are experiencing human problems such as finding sources of elder care or child care, legal or financial difficulties, substance abuse, or other personal/family situations. In most instances problems of a personal nature can be resolved without the services of the EAP. Sometimes, however, this is not the case. Under such conditions, it may be in the best interest of all employees, family members and the Institute to seek outside assistance.

The Institute has retained the services of National Employee Assistance Providers. One of the most important reasons for selecting an outside firm is to insure confidentiality.

When job performance is affected, a concerned supervisor may direct an employee to use the EAP services and follow the course of action suggested by the EAP.

## **Employee Benefits Program**

AIP also provides an excellent, comprehensive employee benefits package to all eligible employees. The Institute reserves the right to amend, modify or discontinue the benefits should it become desirable or necessary. Each fall the Institute reviews its benefits programs, looking at utilization, enrollment, and costs. Any change in coverage or cost will be communicated to employees prior to the Open Enrollment Period in November. Included among the coverages in our insurance benefit program are: medical, dental, vision, life insurance, travel and accident insurance, prescription drug, retirement, and short-term and long-term disability insurance. All regular employees are eligible for enrollment in these group plans on the first day of the month after completion of three months of continuous employment.

Full descriptions of each of the above-mentioned coverages are provided in separate benefit booklets and the policy certificates. The benefit booklets, summarizing each provided benefit, are distributed to all new employees by the Personnel Division. Questions concerning eligibility, enrollment, coverage, and claims should also be directed to Personnel Division.

## Employee Referral

Any regular employee who refers an applicant who is employed by the Institute for three continuous months will receive the following referral fees:

- Regular full time position \$200.00
- Regular part time position \$100.00
- Cottage industry & hourly positions \$75.00

This bonus will be paid following the applicant's successful completion of the six month introductory period provided the referring employee is still employed at AIP.

## Employment of Relatives

Having members of the same family employed by the Institute can be a positive factor adding to the strength of the staff and is encouraged except as set forth below.

1. No relatives may be employed in the same section.
2. No relatives may be employed in positions such that one has supervision, directly or indirectly, over the other, or has any influence or appearance of influence over the other's employment, promotion, salary, or other related management or personnel actions.

## Jury Duty

Jury duty is a civic responsibility. All regular employees who are required to serve on a jury on a scheduled work day, will receive their regular pay from AIP for hours they are not able to work because of the time served on jury duty. They must present the court summons to the Personnel Division.

In instances where the locality pays a per diem stipend, employees keep only the amount designated for transportation and returns the balance to AIP.

## Bereavement Leave

Regular employees are eligible for paid bereavement leave for up to three working days (for long-distance travel an extra day will be granted) in the event of a death in an employee's immediate family and one day for all other family members.

Immediate family for the purpose of this policy shall be defined as spouse, children, parents, grandparents, grandchildren, sisters, brothers, and parents-in-law. Where a question arises, appropriate documentation must be submitted to the employee's supervisor to receive pay for bereavement leave.

## Family and Medical Leave Policy

### The Leave Policy

You are eligible to take up to 12 weeks of unpaid family/medical leave within any 12 month period and be restored to the same or an equivalent position upon your return from leave provided you: (1) have worked for the Institute for at least 12 months, *and* for at least 1250 hours in the last 12 months; and (2) are employed at a worksite that has 50 or more employees within 75 miles of each location.

### Reasons For Leave

You may take family/medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter; (3) to care for a spouse, son, daughter, or parent ("covered relation") with a serious health condition; or (4) because of your own serious health condition which renders you unable to perform an essential function of your position. Leave because of reasons "1" or "2" must be completed within the 12 month period beginning on the date of birth or placement. In addition, spouses employed by the Institute who request leave because of reasons "1" or "2" or to care for an employee's parent with a serious health condition may only take a combined total of 12 weeks leave during any 12 month period.

### Notice Of Leave

If your need for family/medical leave is foreseeable, you must give the Institute at least 30 days prior written notice. If this is not possible, you must at least give notice as soon as practicable (within 1 to 2 business days of learning of your need for leave). Failure to provide such notice may be grounds for delay of leave. Additionally, if you are planning a medical treatment you must consult with the Institute first regarding the dates of such treatment. Where the need for leave is not foreseeable, you are expected to notify the Institute within 1 to 2 business days of learning of your need for leave, except in extraordinary circumstances. The Institute has Request for Family/Medical Leave forms available from the Personnel Division. You should use these forms when requesting leave.

### Medical Certification

If you are requesting leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from the Personnel Division. When you request leave, the Institute will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.

The Institute, at its expense, may require an examination by a second health care provider designated by the Institute, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the Institute, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Institute may require subsequent medical recertification. Failure to provide requested certification within 15 days, if such is practicable, may result in delay of further leave until it is provided.

### Reporting While On Leave

If you take leave because of your own serious health condition or to care for a covered relation, you must contact the Institute on the first and third Tuesday of each month regarding the status of the condition and your intention to return to work. **In addition, you must give notice as soon as practicable (within 2 business days if feasible) if the dates of leave change or are extended or initially were unknown.**

### Leave Is Unpaid

Family/medical leave is unpaid leave **(although you may be eligible for short or long-term disability payments and/or workers' compensation benefits under those insurance plans which are mentioned elsewhere in the *Handbook*).** If you request leave because of a birth, adoption or foster care placement of a child, any accrued paid vacation, will first be substituted for unpaid family/medical leave. If you

request leave because of your own serious health condition, or to care for a covered relation with a serious health condition, any accrued paid vacation, personal or sick leave will first be substituted for any unpaid family/medical leave. The substitution of paid leave time for unpaid leave time does not extend the 12 week leave period. Further, in no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary.

### **Medical And Other Benefits**

During an approved family/medical leave, the Institute will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the Institute will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium. Your health care coverage will cease if your premium payment is more than 45 days late. If your payment is more than 30 days late, we will send you a letter to this effect. If we do not receive your co-payment within 15 days of this letter, your coverage will cease. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse the Institute for the cost of the health benefit premiums paid by the Institute for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

### **Intermittent And Reduced Schedule Leave**

Leave because of a serious health condition, may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the Institute will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the Institute may temporarily transfer you to an available alternative position which better accommodates your recurring leave and which has equivalent pay and benefits.

### **Returning From Leave**

If you take leave because of your own serious health condition, (except if you are taking intermittent leave) you are required to provide medical certification that you are fit to resume work. You may obtain Return to Work Medical Certification Forms from the Personnel Division. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

### **Extended Leave For Serious Health Condition**

Leave taken because of your own serious health condition may be extended on a month-to-month basis for a maximum of an additional 4 weeks upon: (1) written request to the Institute; (2) proof that the serious health condition has continued; and (3) approval by the Institute (which is subject to its business needs). If you do not return to work on the originally scheduled return date nor request in advance an extension of the agreed upon leave with appropriate documentation, you will be deemed to have voluntarily terminated your employment with the Institute. If you request an extension of your leave beyond the initial 12 week period, you must submit medical certification of your continued serious health condition in advance for each month that the leave is extended. Reinstatement is not guaranteed on an extended leave and will depend on Institute needs.

### **No Work While On Leave**

The taking of another job while on Family/Medical Leave or any other authorized leave of absence is grounds for immediate termination.

**State And Local Family And Medical Leave Laws And Other Company Policies** - Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits provided by such laws will apply.

## **Military Leave of Absence**

If you enter the military service of the United States, you are eligible for an unpaid military leave of absence. Present the Personnel Division with a copy of your service papers as soon as you receive them.

During your absence, your length of service accumulates and upon application within 90 days from date of discharge from military service, you will receive the current rate of pay and other benefits which have improved during your absence.

If you are recalled to attend yearly Reserve or National Guard duty, you will be granted a temporary military leave of absence. You should give your supervisor and Personnel as much advance notice as possible so that we may ensure proper coverage while you are away. In addition, if you are in the Reserves or National Guard and have completed your introductory period before commencing the reserve duty, the Institute will pay the difference between your service pay and your basic earnings for a maximum period of two weeks per year. Proof of reserve pay is required in order to enable the Institute to pay you accordingly.

## **Harassment**

The Institute prohibits harassment of one employee by another employee, supervisor or third party on the basis of race, religious creed, color, age, sex, sexual orientation, marital or veteran status, national origin, citizenship, ancestry, or mental or physical disability.

While it is not easy to define precisely what harassment is, it certainly includes teasing, slurs, epithets, threats, derogatory comments, unwelcome jokes or advances, suggestive behavior and/or verbal or physical conduct including, but not limited to, drawings, pictures, jokes, teasing, unwanted touching or other similar conduct.

Any employee who feels that he or she has been subject to harassment, or that witnesses such conduct, should report this immediately to their supervisor, the Director of Human Resources or Personnel Manager. All allegations of harassment will be speedily and discreetly investigated and appropriate action taken. Employees participating in any investigation under this policy will have the Institute's assurance that no reprisals will be taken as a result of a harassment complaint.

Violations of this policy will not be tolerated and may result in disciplinary action up to and including discharge.

## General Rules of Conduct

As we are all aware, rules and regulations are essential to the general safety and welfare of our employees and to the efficient operation of the Institute. The following rules have been established for everyone's guidance while employed at AIP. This list of rules is not intended to be all-inclusive, since it is impossible to determine all the circumstances which may arise. However, these rules will provide illustrative standards by which employees should conduct themselves.

The procedure for handling discipline may include verbal warning, written warning, suspension without pay, and termination of employment. However, some situations may require immediate termination.

The following are examples of unauthorized behavior:

- Insubordination
- Foul or abusive language
- Use or possession of intoxicants or illegal drugs on or off AIP's premises during work hours; reporting to work while under the influence of intoxicants or illegal drugs
- Sleeping on the job
- Fighting on the job or the threat of bodily harm to others while on the job
- Misuse of or damage to Institute material or equipment or to the material or equipment of another employee
- Unauthorized removal of property belonging to the Institute or another employee
- Carelessness endangering the safety of oneself or others
- Constant pattern of tardiness or absenteeism without authorization
- Misbehavior including but not limited to: horseplay, harassing or intimidating fellow employees, making malicious or derogatory statements about fellow employees or about the Institute, misuse of confidential information, falsifying records, and illegal conduct
- Violation of safety or other operating rules. A positive attitude for the safety of your fellow employees and yourself must be observed at all times. This includes using proper safety equipment and reporting any unsafe practice to your supervisor

- Carrying or possessing weapons of any kind on Institute property
- Parking in non-designated areas
- Unauthorized use of Institute telephones
- Solicitation of any kind by an employee of another employee while either is on working time
- Inappropriate dress
- All employees of AIP are employed at-will. Accordingly, employees may be terminated at anytime, with or without cause and with or without notice.

## **Miscellaneous**

### **Bulletin Boards**

Important business notices and items of general interest are continually posted by Management on our employee bulletin boards at all locations. Make it a practice to review them frequently. This will assist you in keeping up with what is current at AIP. Employees are not permitted to post material on the bulletin board or elsewhere in AIP facilities.

### **Identification Badge**

New York employees will be issued an employee identification badge. Admission to the buildings is limited to employees properly displaying identification badges. If you lose your badge, report it to your supervisor.

### **Access Card**

Maryland employees will be issued security access cards which will admit them into the building through security doors and will serve as identification upon request.

### ***INSIDE AIP***

This newsletter, published monthly, is distributed to all staff.

### **Lunchrooms**

The Institute maintains lunchrooms at its New York and Maryland locations. Free coffee and tea are provided in the morning before 8:45 a.m. (NY) and 8:30 a.m. (MD), during lunch time and during morning and afternoon breaks at all locations. Employees must arrange their lunch time, at the discretion of their supervisors, between the hours of 12:00 noon and 2 p.m.

### **Personal Visits and Telephone Calls**

Any necessary personal telephone calls should be made during break or lunch periods. Should an emergency arise, your family or friends should be directed to contact the Personnel Division and someone there will arrange that you be notified.

### **Dress Code**

The Institute expects each employee to maintain a neat, well-groomed appearance, and to behave in a professional manner. Extremes in dress or unbusinesslike conduct will be brought to the employee's attention.

## **Weather-Related Closings of AIP Offices**

The Institute monitors hazardous weather conditions. When a decision for a closing or late arrival is made, the snow line or telephone relay list for each division is activated. All employees will be notified as early as possible. If an early closing time is announced, all employees are expected to observe the revised hours of work.

### **Liberal Leave Policy**

An employee who feels unable to travel to work because of severe weather conditions on a day when the Institute is open for business, may use a day of vacation or personal leave. If you have no personal or vacation time available, you may take a day of unpaid leave. Advise your supervisor at the start of your shift if you will not be able to work.

## **Solicitation/Distribution**

We believe that employees should not be disturbed or disrupted in the performance of their job duties. For this reason solicitation of any kind by an employee of another employee is prohibited while either person is on working time. Solicitation of any kind by non-employees is prohibited at all times.

Distribution of advertising material, hand bills, printed or written literature of any kind in working areas of our Institute is prohibited at any time. Distribution of literature by non-employees on Institute premises is prohibited at all times.

## **Good Housekeeping**

Good housekeeping not only improves the appearance of our facilities, but also prevents fires, accidents, and personal injuries. You are responsible for keeping your work area clean and neat at all times. AIP counts on you to keep our work environment clean and safe. We urge you to discard or recycle all garbage in the receptacles provided throughout our buildings.

Our mutual effort in keeping AIP's work environment clean and professional in appearance at all times will make our time at work safer and more enjoyable.

## **Safety First**

AIP maintains an active safety program. Your cooperation is a vital part of this program to protect you, your fellow employees and our visitors from injury. The following are some safety rules we would like you to pay particular attention to:

- Immediately report any condition or practice that appears unsafe to your supervisor.
- Operate only equipment that you are trained and authorized to use.
- Observe smoking regulations which permit smoking only in designated areas outside the buildings.
- In case of fire, designated people are stationed in each area to act as fire wardens. Please look to them for instructions, and obey their orders.
- Do not block fire corridors or fire exit doors. Furniture, equipment, or electric cords may not be stored in front of exit doors.
- Familiarize yourself with the location of fire extinguishers in all areas of our building.
- Approach walkways and intersections carefully. Do not run in the building.
- Drive cautiously in AIP parking areas.
- Become familiar with emergency evacuation procedures.
- Wear safety gear where necessary.
- Do not bring unauthorized visitors into AIP.
- Immediately report all injuries incurred by yourself, fellow employees, or visitors, however slight, to your supervisor, and the Personnel Division. They will assist in arranging for appropriate medical attention.



## Smoking Policy

Smoking is prohibited in all AIP buildings. Those wishing to smoke may smoke outside the buildings but not at the front entrances.

## Drug-Free Workplace Policy

It is the policy of the Institute, in compliance with federal, state, and local regulations, to prohibit the unlawful manufacture, sale, transfer, possession, or use of a controlled substance on the Institute's premises or work sites, including the Institute's vehicles and any private vehicles parked at Institute work sites, or while engaged in Institute activity at other locations. The Institute's Drug Free Workplace Policy is available in the Personnel Division.

Full compliance with the Drug-free Workplace Policy is a condition of employment and continued employment at the American Institute of Physics. Any employee who violates the policy shall be subject to discipline up to and including immediate discharge.

## If You Must Leave Us

Your employment with AIP is not for any stated period, and you may resign at any time. We understand there may be circumstances which may necessitate the termination of your employment with us. We request that you provide your supervisor with as much advance notice as possible. Your thoughtfulness will be appreciated. Similarly, AIP may terminate the employment relationship at any time and for any reason. At the end of your employment, you will be paid for the time actually worked less any amounts you may owe the Institute at the time you terminate, such as tuition and travel advances or health coverage in accordance with state law.

## A Few Closing Words

The information in this *Handbook* is general in nature. Should questions or discrepancies arise, established procedures will be consulted for complete details. The policies, benefits, and rules contained in this *Handbook* may be changed or deleted at any time.

Again, welcome to AIP. Please speak to your supervisor or Personnel Division if you have questions which are not answered by this *Handbook*.

## Receipt of *Employee Handbook*

I have received a copy of the AIP *Employee Handbook* and understand that I am responsible for becoming familiar with the policies described in it. **I understand that the information contained in it represents management guidelines only which may be modified from time to time. This Handbook is not a contract. I understand that neither the Handbook's policies nor any other representations made by a management representative, at the time of hire or at any time during employment, are to be interpreted as a contract between the Institute and any of its employees. I further understand that my employment is voluntarily entered into, that I am free to resign at any time and that AIP may terminate the employment relationship whenever it determines that it is in its' best interest to do so, and do so with or without notice or cause. I understand that I am employed at will.**

---

Signature

Date

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Employees Name (Printed)

## INDEX

absence, 10, 11, 16, 31  
access to facilities, 33  
accident insurance, 22  
advancement, 19  
AIP activities, 3  
AIP locations, ii, 2  
American Center for Physics (ACP), 2  
attendance, 10  
benefit booklets, 22  
benefits program, 22  
bereavement leave, 24  
breaks, 8, 33  
bulletin boards, 19, 33  
Career Services Division, iv, 4  
carry-over of vacation days, 14, 15  
child care, 26  
cleanliness, 35  
closing of Institute, 34  
coffee and tea, 33  
complaints, 6  
conduct, rules of, 31  
Corporate Associate members, iv, 2, 4  
cottage industry employee, 8, 23  
day shift, 8  
death in family, 24  
dental care plan, 22  
direct deposit, 16  
disability, 11, 12, 22, 26  
disability leave of absence, 26  
disciplinary action, 30, 31, 37  
dress code, 32, 33  
drug-free workplace, 37  
early dismissal, 34  
Education and Employment Statistics Division, iv, 3, 4  
Employee Assistance Program (EAP), 21  
employee questions, suggestions, and complaints, 6, 7, 18, 22  
employee referrals, 23  
equal opportunity employment, 5  
evening shift, 8  
family and medical leave, 25-28  
fire procedures, 36  
fire wardens, 36  
flexible hours, 8  
full-time employee, 8  
function of AIP, 3  
goals, iv, 2  
group life insurance, 22  
*Handbook*, purpose of, 1  
harassment, 30, 31  
health care plans, 22  
history of AIP, 2  
History of Physics Archives, 4  
holiday schedule, 12, 13  
holidays, paid, 12, 13  
hourly employee, 8, 14, 23  
housekeeping, 35  
ID badges, 33  
illness, 10, 11, 25-28  
Immigration Reform and Control Act, 5  
injuries, 11  
INS Form I-9, 5  
*INSIDE AIP*, 33  
insubordination, 31  
insurance, 22, 26  
intermittent leave, 27  
intoxicants or drugs, 31, 37  
introductory period of employment, 7, 18, 23, 29  
jury duty, 24  
layoff, 5, 12  
leaves of absence, 12, 25-29  
liberal leave policy, 34  
life insurance, 22  
long-term disability insurance, 22, 26  
lunch, 8, 33  
lunchrooms, 33  
maternity, 25-28  
medical certification, 11, 26, 28  
medical coverage, 22  
member societies, iii, iv, 2, 3  
military leave of absence, 29  
misuse of Institute equipment, 31  
Niels Bohr Library, iv, 4  
nondiscriminatory policy, 5  
open-door policy, 6  
organization of AIP, 2  
overtime, 16  
paid vacation, 14, 26  
parking, 32  
part-time employee, 8  
Pat on the Back, 19  
paycheck, 16  
paydays, 16  
performance evaluation, 7, 18, 19  
personal days, 12, 13  
personnel records, 17  
Physics History Division, 4  
policy and benefit changes, 1, 38

prescription drug plan, 22  
promotions, 19  
Public Information Division, iv,  
3  
publishing activities, 3  
punctuality, 10, 31  
receipt of *Employee Handbook*,  
39  
reduced schedule leave, 27  
regular employee, 8, 11, 12, 14,  
20, 22, 23  
reinstatement, 28  
relatives, employment of, 23  
Reserve or National Guard  
duty, 29  
resignation, 10, 38  
retirement, 15  
reviews, 7, 18, 19  
safety procedures, 31, 36  
scheduling vacation days, 15  
security access card, 33  
service anniversary awards, 15  
sexual harassment, 30  
short-term disability, 22, 26  
sick days, 11  
sick leave, 11, 27  
sick leave accrual, 11, 14, 27  
Sigma Pi Sigma, 2, 3

smoking, 36, 37  
Society of Physics Students, iv,  
2, 3  
solicitation/distribution, 32, 35  
staff development & advance-  
ment, 19  
staff size, 2  
substance abuse, 21, 31, 37  
suggestions, 6, 7  
supervisor relations, 6, 7, 10,  
11, 13, 15-19, 21, 24, 29, 30,  
33, 34, 36, 38,  
telephone relay list, 34  
telephone use, 32, 33  
temporary employee, 8  
termination, 5, 10, 11, 13, 15,  
28, 30-32, 37, 38  
travel insurance, 22  
tuition assistance, 19, 20  
unpaid leave, 25-27, 34  
unreported absence, 10, 31  
vacation policy, 11, 14, 15  
vision care plan, 22  
visitors, 33, 36  
W - 4 form, 17  
workday, 8  
workers' compensation, 26  
work week, 8, 9



## INTEROFFICE MEMORANDUM

TO: All Employees of AIP

FROM: Theresa C. Braun *TCB*

SUBJECT: Revised pages for the Employee Handbook

June 17, 1997

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Attached are revised pages for the Employee Handbook. Please insert each page into your Employee Handbook, discard the old page and take time to familiarize yourself with AIP's overall policies and practices.

Please review page 39 of your Employee Handbook. If you have not returned your Receipt of Employee Handbook, please do so at this time.

Please feel free to call the Personnel Division if you have any questions.

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**SECRETARY**

**RODERICK M. GRANT**

Secretary's Office



## TABLE OF CONTENTS

|  |    |
|--|----|
| About This <i>Handbook</i> .....             | 1  |
| AIP History and Organization .....           | 2  |
| AIP Activities and Programs .....            | 3  |
| Equal Opportunity in Employment .....        | 5  |
| Immigration Reform and Control Act .....     | 5  |
| Questions, Suggestions, and Complaints ..... | 6  |
| You and Your Supervisor .....                | 7  |
| Your Introductory Period of Employment ..... | 7  |
| Full-Time and Part-Time Employees .....      | 8  |
| Your Normal Work Week .....                  | 8  |
| Attendance and Punctuality .....             | 10 |
| Sick Leave .....                             | 11 |
| Sick Leave Accrual .....                     | 11 |
| Paid Holidays .....                          | 12 |
| Personal Days .....                          | 13 |
| Vacations .....                              | 14 |
| Service Awards .....                         | 15 |
| Overtime .....                               | 16 |
| Your Paycheck .....                          | 16 |
| Personnel Records .....                      | 17 |
| Performance Reviews .....                    | 18 |
| Staff Development and Advancement .....      | 19 |
| Pat on the Back .....                        | 19 |
| Tuition Assistance Plan .....                | 20 |
| Employee Assistance Program .....            | 21 |
| Employee Benefits Program .....              | 22 |
| Employee Referral .....                      | 23 |
| Employment of Relatives .....                | 23 |
| Jury Duty .....                              | 24 |
| Bereavement Leave .....                      | 24 |
| Family and Medical Leave Policy .....        | 25 |
| Military Leave of Absence .....              | 29 |
| Harassment .....                             | 30 |
| General Rules of Conduct .....               | 31 |
| Electronic Communications Policy .....       | 32 |
| Miscellaneous .....                          | 33 |
| Solicitation/Distribution .....              | 35 |
| Good Housekeeping .....                      | 35 |
| Safety First .....                           | 36 |
| Smoking Policy .....                         | 37 |
| Drug-Free Workplace Policy .....             | 37 |

## Full-Time and Part-Time Employees

Currently regular full-time employees work at least 35 hours per week in New York, and 37.5 hours per week in Maryland, and receive full benefits. These hours are subject to change according to business needs.

Regular part-time employees work at least 25 hours per week and receive full benefits.

Hourly employees will usually work less than 25 hours per week at an AIP location.

Temporary employees are hired as needed on an irregular basis.

Cottage employees will usually work less than 25 hours per week, at home.

Throughout the *Employee Handbook* the term "regular employee" will be used to denote only regular full-time and part-time employees.

## Your Normal Work Week

The normal work week for (full-time) employees is 35 hours (in New York) and 37.5 hours (in Maryland), Monday through Friday.

### New York

There are two shifts: a day shift from 8:45 a.m. to 4:15 p.m., with ½ hour for lunch and two 15-minute breaks; and an evening shift from 5:00 p.m. to 11:00 p.m., with two 15-minute breaks.

### Maryland

The normal work day is from 8:30 a.m. to 5:00 p.m., with one hour for lunch and two 15-minute breaks.

Maryland employees may work flexible hours, within the following guidelines. All regular, full-time employees must work during the core hours of 9:00 a.m. - 4:00 p.m., taking either a half-hour or an hour for lunch. In addition, at least one senior staff member must be present in each department during regular business hours (8:30 a.m. - 5:00 p.m.), and telephones must be continuously covered. All flex time must be approved by the division manager.

## Sick Leave

AIP will compensate all regular full- and part-time employees after three continuous months of employment for time lost due to personal illness or injury, or for the illness or injury of a child or other (live-in) dependent up to a maximum of ten days per calendar year.

You are expected to notify your supervisor as early in the day as possible on the first day of sick leave and every day thereafter that you are away from your job. Absences due to illness exceeding five days will require a doctor's certification that you are fully able to return to work.

Employees terminating employment for any reason are not entitled to payment for any accrued unused sick time.

## Sick Leave Accrual

For all regular full-time and part-time employees, on the first day of each year, unused sick days from the preceding year will be credited to a sick leave accrual account.

Any unused vacation leave in excess of 30 days will also be converted to sick leave and credited to the sick leave accrual account on the first day of each year (see Vacations).

Accrued sick leave may be used only for employee illnesses or injuries resulting in absences of eight or more consecutive work days (i.e., disability leave). In addition, this accrued sick leave may be used only after all 10 sick days have been exhausted in that calendar year.

Employees terminating employment for any reason are not entitled to payment for any unused sick leave accrual account.

## **Paid Holidays**

All regular full-time and part-time employees are granted twelve paid holidays which may include one or more personal days (see Personal Days). The holidays are:

New Year's Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day

Depending on the day of the week Christmas and New Year's are celebrated, two additional holidays may be added during this period.

In order to be eligible to receive holiday pay, you are required to work your regularly scheduled hours the workday preceding and the workday following the holiday. In accordance with the Institute's policy, an approved vacation day or any other excused and paid-day off is considered a day worked for purposes of holiday pay eligibility.

The holiday schedule for the following year is announced in the fall. Holidays occurring during an employee's vacation are not charged against vacation time. Employees on disability (with no sick time) or layoff are not eligible for paid holidays.

## **Employee Referral**

Any regular employee who refers an applicant who is employed by the Institute for six continuous months will receive the following referral fees:

Regular full time position \$200.00  
Regular part time position \$100.00  
Cottage industry & hourly positions \$75.00

This bonus will be paid following the applicant's successful completion of the six month introductory period provided the referring employee is still employed at AIP.

## **Employment of Relatives**

Having members of the same family employed by the Institute can be a positive factor adding to the strength of the staff and is encouraged except as set forth below.

1. No relatives may be employed in the same section.
2. No relatives may be employed in positions such that one has supervision, directly or indirectly, over the other, or has any influence or appearance of influence over the other's employment, promotion, salary, or other related management or personnel actions.



- Carrying or possessing weapons of any kind on Institute property
- Parking in non-designated areas
- Unauthorized use of Institute telephones
- Solicitation of any kind by an employee of another employee while either is on working time
- Inappropriate dress
- All employees of AIP are employed at-will. Accordingly, employees may be terminated at anytime, with or without cause and with or without notice.

## **Electronic Communications Policy**

The Institute's e-mail system is normally for business use only. Electronic communications should have a business purpose and may not be used to solicit for religious or political causes, outside organizations or other personal matters unrelated to the business of the Institute. Employees should be aware that the Institute may access electronic communications at any time for any reason.

Staff of the Institute may access its electronic communications systems without notice to users; reasons for such access include (but are not limited to): routine system maintenance, prevention or investigation of alleged misuse of its systems, and assuring compliance with software copyright laws.

The Institute's policy prohibiting harassment applies to the use of the Institute's electronic communications systems.

Employees who violate the Institute's electronic communications policy may be disciplined, up to and including termination.

## **Miscellaneous**

### **Access Card**

Maryland employees will be issued security access cards which will admit them into the building through security doors and will serve as identification upon request.

### **Bulletin Boards**

Important business notices and items of general interest are continually posted by Management on our employee bulletin boards at all locations. Make it a practice to review them frequently. This will assist you in keeping up with what is current at AIP. Employees are not permitted to post material on the bulletin board or elsewhere in AIP facilities.

### **Child Care Centers**

ACP's Child Care Center in College Park, Maryland and AIP's Center in Woodbury, New York accept children from six weeks through five years of age. Both Centers operate from 8:00 a.m. to 6:00 p.m. Monday through Friday when the Institute is open. Fees are based upon the child's age and the program in which the child is enrolled.

Our first priority is the nurturing development of children in a secure environment. The centers are staffed by professional early childhood educators and provide a wonderful place to play, learn, and grow.

### **Dress Code**

The Institute expects each employee to maintain a neat, well-groomed appearance, and to behave in a professional manner. Extremes in dress or unbusinesslike conduct will be brought to the employee's attention.

### **Identification Badge**

New York employees will be issued an employee identification badge. Admission to the buildings is limited to employees properly displaying identification badges. If you lose your badge, report it to your supervisor.

### **INSIDE AIP**

This newsletter, published monthly, is distributed to all staff.

## Liberal Leave Policy

An employee who feels unable to travel to work because of severe weather conditions on a day when the Institute is open for business, may use a day of vacation or personal leave. If you have no personal or vacation time available, you may take a day of unpaid leave. Advise your supervisor at the start of your shift if you will not be able to work.

## Lunchrooms

The Institute maintains lunchrooms at its New York and Maryland locations. Free coffee and tea are provided in the morning before 8:45 a.m. (NY) and 8:30 a.m. (MD), during lunch time and during morning and afternoon breaks at all locations. Employees must arrange their lunch time, at the discretion of their supervisors, between the hours of 12:00 noon and 2 p.m.

## Personal Visits and Telephone Calls

Any necessary personal telephone calls should be made during break or lunch periods. Should an emergency arise, your family or friends should be directed to contact the Personnel Division and someone there will arrange that you be notified.

## Weather-Related Closings of AIP Offices

The Institute monitors hazardous weather conditions. When a decision for a closing or late arrival is made, the snow line or telephone relay list for each division is activated. All employees will be notified as early as possible. If an early closing time is announced, all employees are expected to observe the revised hours of work.

## INDEX

absence, 10, 11, 16, 31  
access to facilities, 33  
accident insurance, 22  
advancement, 19  
AIP activities, 3  
AIP locations, ii, 2  
American Center for Physics (ACP), 2  
attendance, 10  
benefit booklets, 22  
benefits program, 22  
bereavement leave, 24  
breaks, 8, 33  
bulletin boards, 19, 33  
Career Services Division, iv, 4  
carry-over of vacation days, 14, 15  
Child Care Centers, 33  
cleanliness, 35  
closing of Institute, 34  
coffee and tea, 33  
complaints, 6  
conduct, rules of, 31  
Corporate Associate members, iv, 2, 4  
cottage industry employee, 8, 23  
day shift, 8  
death in family, 24  
dental care plan, 22  
direct deposit, 16  
disability, 11, 12, 22, 26  
disability leave of absence, 26  
disciplinary action, 30, 31, 37  
dress code, 32, 33  
drug-free workplace, 37  
early dismissal, 34  
Education and Employment Statistics Division, iv, 3, 4  
electronic communications policy, 32  
Employee Assistance Program (EAP), 21  
employee questions, suggestions, and complaints, 6, 7, 18, 22  
employee referrals, 23  
equal opportunity employment, 5  
evening shift, 8  
family and medical leave, 25–28  
fire procedures, 36  
fire wardens, 36  
flexible hours, 8  
full-time employee, 8  
function of AIP, 3  
goals, iv, 2  
group life insurance, 22  
*Handbook*, purpose of, 1  
harassment, 30, 31  
health care plans, 22  
history of AIP, 2  
History of Physics Archives, 4  
holiday schedule, 12, 13  
holidays, paid, 12, 13  
hourly employee, 8, 14, 23  
housekeeping, 35  
ID badges, 33  
illness, 10, 11, 25–28  
Immigration Reform and Control Act, 5  
injuries, 11  
INS Form I-9, 5  
*INSIDE AIP*, 33  
insubordination, 31  
insurance, 22, 26  
intermittent leave, 27  
intoxicants or drugs, 31, 37  
introductory period of employment, 7, 18, 23, 29  
jury duty, 24  
layoff, 5, 12  
leaves of absence, 12, 25–29  
liberal leave policy, 34  
life insurance, 22  
long-term disability insurance, 22, 26  
lunch, 8, 34  
lunchrooms, 34  
maternity, 25–28  
medical certification, 11, 26, 28  
medical coverage, 22  
member societies, iii, iv, 2, 3  
military leave of absence, 29  
misuse of Institute equipment, 31  
Niels Bohr Library, iv, 4  
nondiscriminatory policy, 5  
open-door policy, 6  
organization of AIP, 2  
overtime, 16  
paid vacation, 14, 26  
parking, 32  
part-time employee, 8  
Pat on the Back, 19  
paycheck, 16  
paydays, 16  
performance evaluation, 7, 18, 19  
personal days, 12, 13  
personnel records, 17  
Physics History Division, 4  
policy and benefit changes, 1, 38  
prescription drug plan, 22

promotions, 19  
Public Information Division, iv, 3  
publishing activities, 3  
punctuality, 10, 31  
receipt of *Employee Handbook*, 39  
reduced schedule leave, 27  
regular employee, 8, 11, 12, 14,  
20, 22, 23  
reinstatement, 28  
relatives, employment of, 23  
Reserve or National Guard duty,  
29  
resignation, 10, 38  
retirement, 15  
reviews, 7, 18, 19  
safety procedures, 31, 36  
scheduling vacation days, 15  
security access card, 33  
service anniversary awards, 15  
sexual harassment, 30  
short-term disability, 22, 26  
sick days, 11  
sick leave, 11, 27  
sick leave accrual, 11, 14, 27  
Sigma Pi Sigma, 2, 3  
smoking, 36, 37  
Society of Physics Students, iv,  
2, 3  
solicitation/distribution, 32, 35  
staff development & advance-  
ment, 19  
staff size, 2  
substance abuse, 21, 31, 37  
suggestions, 6, 7  
supervisor relations, 6, 7, 10, 11,  
13, 15–19, 21, 24, 29, 30, 33,  
34, 36, 38,  
telephone relay list, 34  
telephone use, 32, 34  
temporary employee, 8  
termination, 5, 10, 11, 13, 15,  
28, 30–32, 37, 38  
travel insurance, 22  
tuition assistance, 19, 20  
unpaid leave, 25–27, 34  
unreported absence, 10, 31  
vacation policy, 11, 14, 15  
vision care plan, 22  
visitors, 33, 36  
W - 4 form, 17  
weather related closings of AIP  
offices, 34  
workday, 8  
workers' compensation, 26  
work week, 8, 9



June 1999

TO: All Employees of AIP  
FROM: T. C. Braun *TCB*  
SUBJECT: REVISED *EMPLOYEE HANDBOOK*

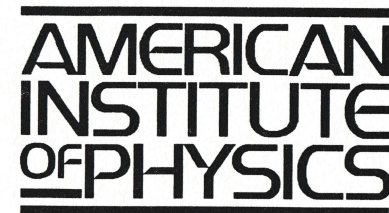
Attached is the revised *Employee Handbook*. Please insert into your *Employee Handbook* looseleaf and discard the old. When you have familiarized yourself with AIP's overall policies and practices, please sign and date the receipt of *Employee Handbook* on page 39 and return to Human Resources.

Please feel free to call Human Resources if you have any questions.

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# Employee Handbook

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Revised June 1999

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| Accounting                  | Human Resources             |
| Career Services             | Physics History             |
| Chairman of the Board       | Physics Today               |
| Controller's Office         | Public Information          |
| Development Office          | Secretary                   |
| Director, Human Resources   | The Industrial Physicist    |
| Director, Physics Programs  | Society of Physics          |
| Education                   | Students/ $\Sigma\Pi\Sigma$ |
| Education & Employment      | Treasurer/Chief Financial   |
| Statistics                  | & Administrative Officer    |

**Suite 1N01**  
**2 Huntington Quadrangle**  
Melville, New York 11747-4502  
Tel: 516-576-2200 • Fax: 516-349-7669

|                               |                           |
|-------------------------------|---------------------------|
| Advertising & Exhibits        | Journal Production II     |
| Business Systems & Operations | Marketing                 |
| Child Care Center             | Production Services       |
| Circulation and Fulfillment   | Publisher, Journals       |
| Composition Services          | & Technical Publications  |
| Data Preparation              | Publishing Services       |
| Editorial Operations          | Publishing Systems        |
| Executive Director/CEO        | Scientific Classification |
| Facility Services             | Translations and          |
| Graphics Production           | Special Publications      |
| Human Resources               | Treasury                  |
| Internet Publishing           | Vice President,           |
| Journal Production I          | Publishing                |

**National Press Building**  
529 14th St., NW, Suite 1050  
Washington, DC 20045-2001  
Tel: 202-662-8710 • Fax: 202-662-8711

Physics Today

## MEMBER SOCIETIES

The American Physical Society  
Optical Society of America  
Acoustical Society of America  
The Society of Rheology  
American Association of Physics Teachers  
American Crystallographic Association  
American Astronomical Society  
American Association of Physicists in Medicine  
American Vacuum Society  
American Geophysical Union

## OTHER MEMBER ORGANIZATIONS

Sigma Pi Sigma Physics Honor Society  
Society of Physics Students  
Corporate Associates



## TO AIP STAFF MEMBERS

Our organization, the American Institute of Physics provides a wide variety of services for science societies, the physics community, students and the general public, as well as for over 100,000 people who comprise AIP's ten Member Societies.

AIP is one of the world's largest publishers of physics research literature. We publish our own magazines and archival journals. We also assist Member Societies and other organizations in the production and distribution of their journals. We also publish Conference Proceedings.

All our journals are available on-line as well as in print. We offer on-line services to other publishers and have about 40 journals from about 10 publishers on our On-line Journal Publication System.

Through its physics programs, AIP contributes to public awareness and education. Among AIP's contributions are education programs including the Society of Physics Students, the Center for History of Physics including the Niels Bohr Library, a Corporate Associates Program, and divisions for Public Information, Statistics (on physics education and employment), and Career Services. In these and many other ways, AIP reaches out to serve the community of physicists and the public at large.

As an AIP staff member you are advancing, directly or indirectly, the important goals of the Institute; your chosen career is one of service to science and society.

This booklet provides you with an introduction to AIP and its personnel policies and benefits. Keep it handy for future reference. Whenever you need more information or an answer to a question that does not appear in this *Handbook*, please consult your supervisor or a member of Human Resources.



One of my pleasures as AIP's Executive Director is working with fellow employees and exchanging ideas on how the organization can function better. Communication is the key to improved performance and greater job satisfaction, so please feel free to contact me with your suggestions.

A handwritten signature in black ink, appearing to read 'M. Brodsky'.

Marc H. Brodsky  
Executive Director/CEO  
June 1999

*continued on next page*



**VICE PRESIDENT, PUBLISHING**

**DARLENE A. WALTERS**



Business Systems  
& Operations  
Marketing  
Journals & Technical  
Publications  
Publishing Services  
Publishing Systems

**DIRECTOR, PHYSICS PROGRAMS**

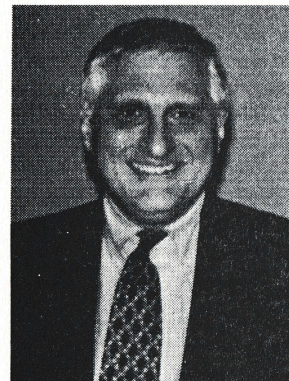
**JAMES H. STITH**

Advertising & Exhibits  
Career Services  
Computing in Science  
& Engineering  
Education  
Education & Employment  
Statistics  
Physics History  
Physics Today  
Public Information  
The Industrial Physicist



**TREASURER/CHIEF FINANCIAL  
& ADMINISTRATIVE OFFICER**

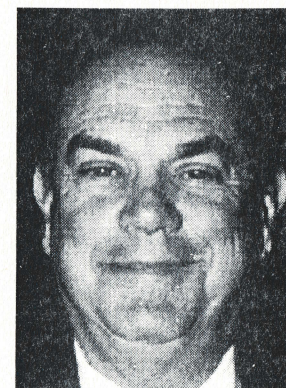
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Accounting  
Facility Services  
Treasury

**SECRETARY**

**BENJAMIN B. SNAVELY**





## DIRECTOR, HUMAN RESOURCES

THERESA C. BRAUN



Benefits  
Child Care Centers  
Compensation  
Employee Relations  
HRIS  
Labor Relations  
Recruitment  
Training

## TABLE OF CONTENTS

|   |    |
|---|----|
| About This <i>Handbook</i> .....                      | 1  |
| AIP History and Organization .....                    | 2  |
| AIP Activities and Programs .....                     | 3  |
| Equal Opportunity in Employment .....                 | 5  |
| Immigration Reform and Control Act .....              | 5  |
| Questions, Suggestions, and Complaints .....          | 6  |
| You and Your Supervisor .....                         | 7  |
| Your Introductory Period of Employment .....          | 7  |
| Full-Time and Part-Time Employees .....               | 8  |
| Your Normal Work Week .....                           | 8  |
| Attendance and Punctuality .....                      | 10 |
| Attendance Incentives .....                           | 10 |
| Sick Leave and Sick Leave Accrual .....               | 11 |
| Paid Holidays .....                                   | 12 |
| Personal Days .....                                   | 13 |
| Vacations .....                                       | 14 |
| Service Awards .....                                  | 16 |
| Overtime .....  | 16 |
| Your Paycheck .....                                   | 16 |
| Personnel Records .....                               | 17 |
| Performance Reviews .....                             | 18 |
| Staff Development and Advancement .....               | 19 |
| Pat on the Back .....                                 | 19 |
| Tuition Assistance Plan .....                         | 20 |
| Employee Assistance Program .....                     | 20 |
| Employee Benefits Program .....                       | 21 |
| Employee Referral and Employment of Relatives .....   | 22 |
| Jury/Witness Duty .....                               | 23 |
| Bereavement Leave .....                               | 23 |
| Family and Medical Leave Policy .....                 | 24 |
| Military Leave of Absence .....                       | 28 |
| Harassment .....                                      | 28 |
| Sexual Harassment & Prevention .....                  | 29 |
| General Rules of Conduct .....                        | 30 |
| Electronic Communications Policy .....                | 31 |
| Miscellaneous .....                                   | 32 |
| Solicitation/Distribution and Good Housekeeping ..... | 35 |
| Safety First .....                                    | 36 |
| Smoking Policy and Drug-Free Workplace Policy .....   | 37 |
| Employment at Will .....                              | 37 |
| If You Must Leave Us .....                            | 38 |
| A Few Closing Words .....                             | 38 |
| Receipt of <i>Employee Handbook</i> .....             | 39 |



## About This Handbook

We want your job experience to be rewarding and enjoyable and we believe the more you know about the Institute, the more satisfaction you can derive from your job.

With this in mind, we have prepared this *Employee Handbook* to help you become acquainted with the Institute, its personnel policies, and the benefits offered to you as an employee. Please review the *Handbook* carefully and keep it for future use.

Due to government regulations and the changing demands of our operations, we may modify these policies and benefits from time to time. This *Handbook* contains guidelines for the Institute's use. Its terms should not be regarded as contractual in nature. We will attempt to keep you up to date regarding changes that affect you.

## AIP History and Organization

The American Institute of Physics (AIP) is a not-for-profit membership corporation chartered in New York State in 1931 for the purpose of promoting the advancement and diffusion of the knowledge of physics and its application to human welfare. Its governance is provided by Member Societies. Currently there are ten Member Societies.

It is the mission of the Institute to serve the sciences of physics and astronomy by serving the Societies, by serving individual scientists, and by serving students and the general public.

Today, the Institute has a staff of nearly 560 people handling its various services for more than 120,000 members of ten Member Societies. In addition, 5,700 students in approximately 700 colleges and universities are members of the Institute's Society of Physics Students. The physics honor society, Sigma Pi Sigma, has 34,000 active members. The Institute is represented by 55 Corporate Associate members.

At the end of 1993, the Publishing Center was consolidated on Long Island, NY, while Physics Programs and Finance and Administration moved to the American Center for Physics (ACP) in College Park, MD.

The American Center for Physics opened in October 1993 in a new 120,000 square foot building on 24 acres of land in College Park, MD. ACP provides headquarters for the American Institute of Physics, The American Physical Society (APS), the American Association of Physics Teachers (AAPT), and the American Association of Physicists in Medicine (AAPM).

The major ongoing goals of the AIP staff are described under the following headings:

- Umbrella
- Pricing
- Image
- Timeliness

## AIP Activities and Programs

The Institute provides publishing and other services for ten Member Societies, collects dues, provides financial services, handles subscription fulfillment for 80 publications, mails ballots and announcements, and prepares membership directories. It also publishes its own journals, conference proceedings, special reports, as well as translates and publishes Russian journals.

The Institute is best known for its extensive publishing operation. A large fraction of the world's physics research literature is published by AIP and its Member Societies. By adopting appropriate up-to-date publishing techniques, the Institute ensures that current physics and astronomy research papers are widely distributed promptly and economically. In addition to publishing original papers, AIP prepares and distributes various current physics information products to assist scientists in finding and retrieving the research contributions relevant to their work.

AIP's flagship monthly magazine, *Physics Today*, goes to 125,000 subscribers, including many overseas. A bi-monthly magazine, *Computing in Science and Engineering*, jointly published by AIP and the IEEE Computer Society, reports on significant developments in computer software, hardware, and methodology for physics research and education. *The Industrial Physicist* is a bi-monthly magazine with a circulation of 60,000 that helps physicists in industry and their managers to make more effective use of physics in furthering corporate goals.

The Public Information Division is in charge of news media relations and government relations. It provides the media with information concerning developments in physics and astronomy. It operates press rooms at society meetings, provides science news reports for TV and radio programs, and prepares special news releases. It tracks development in science policy debates and works with Member Societies in coordinating efforts and distributing this information.

The Institute assists those interested in a physics education and related career options through a range of programs and services run by its Education Division. The Society of Physics Students and Sigma Pi Sigma, the physics honor society, are part of this division.

The Career Services Division offers a variety of employment and career resources, while the Education and Employment Statistics Division carries out statistical studies.

The Center for History of Physics includes the Niels Bohr Library. It promotes the preservation of historical source materials for physics and allied fields, and offers aids to scholars, educators, and the media, including its own World Wide Web exhibits.

The Institute maintains a liaison with industry, through the AIP Corporate Associates' activities and with other outside scientific and publishing organizations.

## **Equal Opportunity in Employment**

The Institute is an equal opportunity employer. We believe that every employee has the right to be treated with dignity and respect. Consequently, we will not discriminate on the basis of age, race, creed, color, sex, national origin, citizenship, disability, marital status, or any other protected characteristic. Our management team is dedicated to ensuring full compliance of this policy with respect to recruitment, advertising, hiring, placement, promotion, rates of pay or other forms of compensation, selection for training, layoffs, termination, and general treatment during employment.

All individuals have unique abilities. We are committed to employing applicants and employees on the basis of ability, rather than disability. This commitment includes making reasonable accommodations for known physical or mental limitations of otherwise qualified individuals with disabilities. A reasonable accommodation is a modification or adjustment to a job, the work environment or the way things usually are done that does not pose an undue hardship to the Institute.

## **Immigration Reform and Control Act**

In accordance with the Immigration Reform and Control Act of 1986, it is the Institute's policy to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit proof of their identity and employment eligibility. Employees will also be required to complete and sign, under oath, Immigration and Naturalization Service Form I-9. Form I-9 requires you to attest that you are authorized to work and the documents submitted are genuine.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of your employment authorization and sign another Form I-9 before the expiration of that period in order to remain employed by the Institute.

## **Questions, Suggestions, and Complaints**

The best way to develop a rewarding and enjoyable work environment is through open, honest, and direct communication about all aspects of our jobs. There are times when each of us has a question, comment, or problem that needs to be addressed. The AIP policy is simple: ask it, suggest it, or let us know about it.

The Institute encourages you to bring your questions, suggestions, and complaints to management's attention. Everyone will receive careful consideration and a timely response. When many people work together, situations may be viewed differently. While no one can guarantee that you will always receive the answer you want, we will attempt to provide fair consideration to any question, suggestion, or complaint that may arise.

When you have a problem or a question, you should discuss the situation with your supervisor. You and your supervisor work together on a daily basis and our experience has shown that many problems can be effectively resolved at this level. We encourage you to speak openly and honestly with your supervisor.

If you still feel that your problem has not been dealt with fully, or if for some reason you feel uncomfortable discussing the matter with your supervisor, discuss your concern with your Director or Division Manager, then, if necessary, the Director, Human Resources or her designee. The officers of the Institute, including the Executive Director, maintain an open-door policy. They are glad to hear from employees with special suggestions or concerns.

As you can see, we are anxious to hear from you on any subject and look forward to working with you to address your concerns. We want you to have every opportunity to discuss your problems freely.

## You and Your Supervisor

Your supervisor is a vital part of our management team and will have more to do with your welfare and development than any other person in our organization. Your supervisor is directly involved in planning work schedules, ensuring the quality of your work, and providing you with whatever assistance you may need. Furthermore, your supervisor will explain your new job responsibilities, introduce you to your fellow employees, show you where things are, and periodically evaluate and advise you concerning your work performance.

An important aspect of a supervisor's duties is to listen to questions, suggestions, and problems and to provide an appropriate, effective response. He/she is there not only to supervise, but to make your thoughts and concerns known to upper management. We all benefit when you fully cooperate with your supervisor and discuss issues openly with him or her.

## Your Introductory Period of Employment

It usually takes a period of time for new employees to get to know a new work environment and the people with whom they will be working. Similarly, an employer needs time to get acquainted with new employees and to find out how well they fit into the job for which they were hired. At AIP, this time is called an "introductory period."

The first six consecutive months of employment are considered to be an introductory period. Employee performance will be evaluated during this period to determine if employment should be continued.

At all time during your employment at AIP, including during the Introductory Period, your employment is at-will. This means that the employment relationship may be terminated by either the employee or the Institute for any reason and without prior notice.

## Full-Time and Part-Time Employees

Currently regular full-time employees work 35 hours per week in New York, and 37.5 hours per week in Maryland, and receive full benefits. These hours are subject to change according to business needs.

Regular part-time employees work at least 25 hours per week and receive full benefits.

Hourly employees will usually work less than 25 hours per week at an AIP location.

Temporary employees are hired as needed on an irregular basis.

Cottage employees work at home and must fulfill, at a minimum, the hourly obligations agreed to upon employment.

Throughout the *Employee Handbook* the term "regular employee" will be used to denote only regular full-time and part-time employees.

## Your Normal Work Week

The normal work week for (full-time) employees is 35 hours (in New York) and 37.5 hours (in Maryland), Monday through Friday.

### New York:

There are two shifts: a day shift from 8:45 a.m. to 4:15 p.m., with one-half hour for lunch and an evening shift from 5:00 to 11:00 p.m.

### Maryland:

The normal work day is from 8:30 a.m. to 5:00 p.m., with one hour for lunch.

Maryland employees may work flexible hours, within the following guidelines. All regular, full-time employees must work during the core hours of 9:00 a.m.–4:00 p.m., taking either a half-hour or an hour for lunch. In addition, at least one senior staff member must be present in each department during regular business hours (8:30 a.m.–5:00 p.m.), and telephones must be continuously covered. All flex time must be approved by the division manager.

Business conditions and other factors may require that adjustments be made to these schedules from time to time. Also, the working hours of individual employees may need to be changed to address special business needs. The Institute reserves the right to change the normal business hours and length of the work week. However, in either of these circumstances, every effort will be made to provide employees with advance notice of changes in daily/weekly work schedules.

## **Attendance and Punctuality**

You were hired to perform important functions as part of our team. As with any group effort, cooperation and commitment from each individual are required if the Institute is to operate effectively. Therefore, regular attendance and punctuality are expected of all employees at AIP; it is your responsibility to AIP, to your fellow employees, and to yourself.

We recognize that there may be times when your absence or lateness cannot be avoided, due to illness or another legitimate reason. In such cases, you are expected to telephone your supervisor before the start of your shift. You should call in every day that you are away from your job. An employee returning from an absence of five days or more will be required to provide a doctor's note. Unreported absence may subject an employee to disciplinary action, up to and including termination. Two consecutive days of unreported absence will be regarded as a voluntary resignation.

Consistent and/or a pattern of unexcused absenteeism or unexcused lateness cannot be tolerated because of the negative effect on the Institute, the employee's performance, and that of his or her co-workers.

## **Attendance Incentives**

All regular employees with a record of no sick leave for the year will receive two bonus days and a cash incentive bonus of \$200. Absences covered under the guidelines of the Family & Medical Leave Act (FMLA) will not be included in determining attendance incentives. This paid time off must be taken within the next year.

AIP will award a cash incentive bonus of \$200 to each regular employee with no more than two sick days during the calendar year (1 January through 31 December). New employees will be eligible for this cash incentive only for a full calendar year of employment.

## Sick Leave

AIP will compensate all regular employees after three continuous months of employment for time lost due to personal illness or injury, or for the illness or injury of a child or other (live-in) dependent up to a maximum of ten days per calendar year. Sick leave may also be used for medical/dental appointments or laboratory tests (either for self or for a dependent).

You are expected to notify your supervisor as early in the day as possible on the first day of sick leave and every day thereafter that you are away from your job. Absences due to illness exceeding five days will require a doctor's certification that you are fully able to return to work.

Employees terminating employment for any reason are not entitled to payment for any accrued unused sick time.

## Sick Leave Accrual (Sick Bank)

For all regular employees, on the first day of each year, unused sick days from the preceding year will be credited to a sick leave accrual account.

Any unused vacation leave in excess of 30 days will also be converted to sick leave and credited to the sick leave accrual account on the first day of each year (see Vacations).

Accrued sick leave may be used for employee illnesses or injuries resulting in absences of eight or more consecutive work days (i.e., disability leave or for the birth of a child) or dependent illnesses covered under the guidelines of FMLA. In addition, this accrued sick leave may be used only after all 10 sick days have been exhausted in that calendar year. See Human Resources for details.

If you request leave because of a birth, adoption or foster care placement of a child, or to care for a covered relation with a serious health condition, you must use your 10 sick days before using your sick accrual account. (See Family & Medical Leave Policy for eligibility and guidelines.)

Employees terminating employment for any reason are not entitled to payment for any unused sick leave accrual account.

## Paid Holidays

All regular employees are granted twelve paid holidays which may include one or more personal days (see Personal Days). The holidays are:

New Year's Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day

Depending on the days of the week Christmas and New Year's are celebrated, two additional holidays may be added during this period.

In order to be eligible to receive holiday pay, you are required to work your regularly scheduled hours the workday preceding and the workday following the holiday. In accordance with the Institute's policy, an approved vacation day or any other excused and paid day off is considered a day worked for purposes of holiday pay eligibility.

In-house and temporary employees are eligible for paid holidays when they have been consecutively employed for at least one month, and the holiday falls within their regularly-scheduled work hours.

The holiday schedule for the following year is announced in the fall. Holidays occurring during an employee's vacation are not charged against vacation time.

## Personal Days

Depending on the number of official holidays in a calendar year, one or more additional personal days are given to complete the 12-day total. (This is shown on the holiday schedule distributed each Fall.)

Personal days must be requested at least two days in advance, from your supervisor. Personal day requests that cannot be accommodated will be rescheduled to a mutually agreeable time. No personal days may be carried over into the following calendar year.

As a new employee, you are eligible for a personal day after three months of employment. In a year with two personal days on the holiday schedule, new employees hired between 1 January and 30 June are eligible for both days; those hired between 1 July and 15 September are eligible for one day, subject to the three-month waiting period mentioned above.

Employees terminating employment for any reason are not entitled to payment for any unused personal time.

## Vacations

Vacation time is provided to employees by AIP in recognition of the importance of uninterrupted periods of rest, relaxation, and time with family members. Accordingly, vacation time is to be used for vacation. It may not be “cashed in” by working during a vacation period. A maximum of 30 days may be carried over from one year to the next. At the beginning of each year, all unused vacation days in excess of 30 will be credited to your sick leave accrual account (see Sick Leave Accrual), except as described under “Exceptions,” on page 15.

Regular employees who have worked at AIP for at least six full months qualify for paid vacation on the following basis.

### Length of Service

|  |   |
|--|---|
| • Within the first year of employment at AIP   | One day of vacation per month   |
| • First anniversary through fifth anniversary (2nd, 3rd, 4th, 5th years of employment) | One and one-quarter days of vacation for each month employed (15 vacation days for a full 12-month year worked)     |
| • Sixth year of employment and each year thereafter                                    | One and two-thirds days of vacation for each full month employed (20 vacation days for a full 12-month year worked) |

Because work schedules vary, one day of vacation is defined as 1/5 of your regular weekly work schedule.

Hourly in-house employees who consistently work a minimum of 15 hours per week and have worked at AIP for at least one year qualify for paid vacation on the following basis:

- |   |  |
|---|--|
| • First anniversary through second anniversary (2nd year of employment) | One half day of vacation for each month employed (6 vacation days for a full 12-month year worked) |
| • Third year of employment and each year thereafter                     | One day of vacation for each month employed (12 vacation days for a full 12-month year worked)     |

Additional vacation days are awarded in recognition of special employee service anniversaries, as follows:

- |   |           |
|---|-----------|
| • Upon completion of <b>15</b> years of service | Five days |
| • Upon completion of <b>20</b> years of service | 10 days   |
| • Upon completion of <b>25</b> years of service | 10 days   |
| • Upon completion of <b>30</b> years of service | 10 days   |

### Exceptions

Following the 15th and up to the 20th year of service, you may carry over 35 days of vacation. Following the 20th year of service, you may carry over 40 days of vacation.

Vacation schedules must be approved by the appropriate supervisor prior to any vacation. Supervisors are to consider schedules and business conditions for the requested vacation period and the length of service of the requesting employee.

Employees terminating employment for any reason are entitled to payment for all unused vacation time accrued.

## Service Awards

In recognition of the value of its employees, AIP offers service anniversary awards at the following times: 5, 10, 15, 20, 25, 30, 35, and 40 years of service. 5 and 10 year awards are given at the annual holiday party. 15 year awards are given at the annual 15-year Club Luncheon.

## Overtime

Employees are expected to work overtime when requested to do so by their supervisors. Overtime work is not permitted except when specifically authorized.

Overtime work by non-exempt employees will be paid at the regular rate for all hours up to 40 per week and at one and one-half times the regular rate of pay for all hours worked in excess of 40 per week. Every effort will be made to provide advance notice when overtime work is required.

## Your Paycheck

All employees are paid bi-weekly.

When a payday falls on a holiday, payroll checks will be distributed on the preceding working day.

Your paycheck includes all earnings including any overtime that is submitted by the payroll deadline. Year-to-date earnings are itemized on the check.

If you are absent on payday, your paycheck will be held in Human Resources.

Forms required for Direct Deposit are available in Human Resources.



## Personnel Records

Human Resources maintains appropriate records concerning your employment at AIP. It is important that you provide Human Resources with current information to update your personnel records, particularly in case of emergency and to ensure receipt of benefits.

Employees should immediately notify their supervisor or Human Resources of any changes in:

- Name
- Address
- Telephone Number
- Marital Status
- Number of Dependents  
(For W-4 use and benefit enrollment)
- Emergency Information
- Beneficiary(ies) for insurance purposes
- Dependent(s) reaching the age of 23

## Performance Reviews

Our policy is to pay competitive wages in order to attract and retain quality employees. In addition, AIP periodically evaluates the performance of each employee. The Institute normally reviews employees' performance annually. All new hires will receive a performance review at the end of their six-month introductory period.

Performance is rewarded based on merit. Our performance evaluation program gives you an opportunity to sit down with your supervisor to review how your work has progressed since your last review. During this evaluation mutual goals for the future are discussed, as are steps that may be necessary to reach those goals.

While we have established a schedule for performance evaluation, this schedule is not intended to limit discussions of performance, goals, and/or objectives to those times. We urge you, as we urge our supervisors, to discuss any questions or problems related to your performance on an ongoing basis. We hope this type of communication will enhance your performance and ensure our mutual success.

## **Staff Development and Advancement**

We believe that employees should have the opportunity to increase their knowledge and skills, to improve current performance and (when qualified) assume new responsibilities. Therefore, you are encouraged to improve your knowledge and skills in order to become qualified for more responsible positions. We assist you, where appropriate, in the achievement of your personal goals with training programs and the Tuition Assistance Plan.

Because of the training required for most positions at AIP, a regular employee may not apply for a position in another division before completing one year in your present position.

Advancement at AIP is based on merit (e.g., consistently good performance and reliability; necessary knowledge and skills; and demonstrated ability to accept increased responsibilities). The Institute will attempt to promote employees wherever possible to fill openings at higher levels of responsibility. Job openings at AIP are posted on bulletin boards at all locations, and qualified staff are encouraged to apply.

In selecting applicants for available positions, consideration will be given to performance reviews, background and educational qualifications, length of service, and supervisor's recommendations.

## **Pat on the Back**

A manager may, with approval from his or her Director or Officer, award a monetary "Pat on the Back" (\$100 cash) to an employee deemed to have made a significant extra effort or contribution to the department of the Institute. All "Pat on the Back" recommendations are made in writing and must be approved by the Director, Human Resources.

## **Tuition Assistance Plan**

Upon approval, the Institute will pay up to 100% of the tuition and registration fees, and up to \$500 for course-related books at the time of enrollment, for courses taken by eligible employees. To be eligible, you must have worked for AIP for at least six months as a regular employee. You must obtain a grade of "C" or better to receive 75% reimbursement or a grade of "B" or better to receive 100% reimbursement (job-related courses only). There is a maximum of \$3,500 per school year.

To be eligible as an hourly or cottage industry employee, you must have worked for AIP continuously and consistently for one year and obtain a grade of "C" or better to receive 50% reimbursement. There is a maximum of \$500 per school year (from September through August).

Approved courses include those that are pertinent to your work, that lead towards a degree at an accredited school, or that are taken to fulfill matriculation requirements.

Forms and further information can be obtained from Human Resources.

## **Employee Assistance Program**

AIP's Employee Assistance Program (EAP) provides a highly confidential and experienced source of help for employees who are experiencing human problems such as finding sources of elder care or child care, legal or financial difficulties, substance abuse, or other personal/family situations. In most instances problems of a personal nature can be resolved without the services of the EAP. Sometimes, however, this is not the case. Under such conditions, it may be in the best interest of all employees, family members, and the Institute to seek outside assistance.

The Institute has retained the services of Corporate Counseling Associates. One of the most important reasons for selecting an outside firm is to ensure confidentiality.

## Employee Benefits Program

AIP provides an excellent, comprehensive employee benefits package to all eligible employees.

The Institute may, in its discretion, amend, modify, or discontinue the benefits should it become desirable or necessary. Each fall the Institute reviews its benefits programs, looking at utilization, enrollment, and costs. Any change in coverage or cost will be communicated to employees during the Open Enrollment Period in November. Included among the coverages in our insurance benefit program are: medical, dental, vision, life insurance, travel and accident insurance, prescription drug, retirement, and short-term and long-term disability insurance. All regular employees are eligible for enrollment in these group plans on the first day of the month after completion of three months of continuous employment.

### Domestic Partner Health Insurance Coverage

The Institute offers medical and dental/vision coverage through its insurance carriers to same sex domestic partners of its active employees. The domestic partner is responsible for the full premium cost of the insurance plan. In addition, these benefits are extended to the children of the domestic partner. Domestic partners are included in the following policies: bereavement leave, sick leave, and "Family/Medical Leave."

*Domestic partners* will be defined as two adults of the same sex who are not related by blood, who have lived together continuously for at least one year and plan to do so indefinitely, are mutually responsible for their common welfare, reside at the same address, and maintain no other domestic partnership or marriage.

Full descriptions of each of the above-mentioned coverages are provided in separate benefit booklets and the policy certificates. The benefit booklets, summarizing each provided benefit, are distributed to all new employees by Human Resources. Questions concerning eligibility, enrollment, coverage, and claims should also be directed to Human Resources.

## Employee Referral

Any regular employee who refers an applicant who is employed by the Institute for six continuous months will receive the following referral fees:

Regular full-time position: \$400.00

Regular part-time position: \$200.00

Cottage industry & hourly positions: \$150.00

This bonus will be paid following the applicant's successful completion of the six-month introductory period provided the referring employee is still employed at AIP.

If the new employee completes a year of continuous employment and is in a regular full-time position in exempt grade 7 or above, the referring employee will receive an additional \$400.00.

## Employment of Relatives

Having members of the same family employed by the Institute can be a positive factor adding to the strength of the staff and is encouraged except as set forth below.

1. No relatives may be employed in the same section.

2. No relatives may be employed in positions such that one has supervision, directly or indirectly, over the other, or has any influence or appearance of influence over the other's employment, promotion, salary, or other related management or personnel actions.

## **Jury/Witness Duty**

Jury duty is a civic responsibility. All employees who are required to serve on a jury on a scheduled work day will receive their regular pay from AIP for hours they are not able to work because of the time served on jury duty. They must present the court summons to Human Resources. If hours of work do not conflict with jury service, the employee is expected to report for regular work hours.

In instances where the locality pays a per diem stipend, employees keep only the amount designated for transportation and return the balance to AIP.

## **Bereavement Leave**

Regular employees are eligible for paid bereavement leave for up to three working days (for long-distance travel an extra day will be granted) in the event of a death in an employee's immediate family and one day for all other family members.

Immediate family for the purpose of this policy shall be defined as spouse, children, parents, grandparents, grandchildren, sisters, brothers, parents-in-law, and domestic partners (see page 22 for definition of domestic partner). Where a question arises, appropriate documentation must be submitted to the employee's supervisor to receive pay for bereavement leave.

## **Family and Medical Leave Policy**

### **The Leave Policy**

You are eligible to take up to 12 weeks of unpaid family/medical leave within any 12 month period and be restored to the same or an equivalent position upon your return from leave provided you: (1) have worked for the Institute for at least 12 months, *and* for at least 1250 hours in the last 12 months; and (2) are employed at a worksite that has 50 or more employees within 75 miles of each location.

### **Reasons For Leave**

You may take family/medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter; (3) to care for a spouse, son, daughter (child must be under 18 years of age), or parent ("covered relation") with a serious health condition; (4) same sex domestic partners and their children; or (5) because of your own serious health condition which renders you unable to perform an essential function of your position. Leave because of reasons "1" or "2" must be completed within the 12 month period beginning on the date of birth or placement. In addition, spouses employed by the Institute who request leave because of reasons "1" or "2" or to care for an employee's parent or child with a serious health condition may only take a combined total of 12-weeks' leave during any 12-month period.

### **Notice Of Leave**

If your need for family/medical leave is foreseeable, you must give the Institute at least 30 days prior written notice. If this is not possible, you must at least give notice as soon as practicable (within 1 to 2 business days of learning of your need for leave). Failure to provide such notice may be grounds for delay of leave. Additionally, if you are planning a medical treatment you must consult with the Institute first regarding the dates of such treatment. Where the need for leave is not foreseeable, you are expected to notify the Institute within 1 to 2 business days of learning of your need for

leave, except in extraordinary circumstances. The Institute has Request for Family/Medical Leave forms available from Human Resources. You should use these forms when requesting leave.

### **Medical Certification**

If you are requesting leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from Human Resources. When you request leave, the Institute will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30-days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.

The Institute, at its expense, may require an examination by a second health care provider designated by the Institute, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the Institute, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Institute may require subsequent medical recertification. Failure to provide requested certification within 15 days, if such is practicable, may result in delay of further leave until it is provided.

### **Reporting While On Leave**

If you take leave because of your own serious health condition or to care for a covered relation, you must contact the Institute on the first and third Tuesday of each month regarding the status of the condition and your intention to return to work. **In addition, you must give notice as soon as practicable (within 2 business days if feasible) if the dates of leave change or are extended or initially were unknown.**

### **Leave Is Unpaid**

Family/medical leave is unpaid leave (**although you may be eligible for short-term disability payments and/or workers' compensation benefits under those insurance plans which are mentioned elsewhere in the Handbook**). If you request leave because of your own serious health condition, sick leave will first be substituted for any unpaid family/medical leave. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Further, in no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary.

### **Medical and Other Benefits**

During an approved family/medical leave, the Institute will maintain your health benefits as if you continued to be actively employed. If your leave is unpaid, you must pay your portion of the premium. Your health care coverage will cease if your premium payment is more than 45 days late. If your payment is more than 30 days late, we will send you a letter to this effect. If we do not receive your co-payment within 15 days of this letter, your coverage will cease. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse the Institute for the cost of the health benefit premiums paid by the Institute for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

### **Intermittent and Reduced Schedule Leave**

Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the Institute will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the Institute may temporarily transfer you to an available alternative position which better accommodates your recurring leave and which has equivalent pay and benefits.

### **Returning From Leave**

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required to provide medical certification that you are fit to resume work. You may obtain Return to Work Medical Certification Forms from Human Resources. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

### **Extended Leave For Serious Health Condition**

Leave taken because of your own serious health condition may be extended on a month-to-month basis for a maximum of an additional four weeks upon: (1) written request to the Institute; (2) proof that the serious health condition has continued; and (3) approval by the Institute (which is subject to its business needs). If you do not return to work on the originally scheduled return date nor request in advance an extension of the agreed upon leave with appropriate documentation, you will be deemed to have voluntarily terminated your employment with the Institute. If you request an extension of your leave beyond the initial 12-week period, you must submit medical certification of your continued serious health condition in advance for each month that the leave is extended. Reinstatement is not guaranteed on an extended leave and will depend on the Institute's needs.

### **No Work While On Leave**

The taking of another job while on Family/Medical Leave or any other authorized leave of absence is grounds for immediate termination.

**State and Local Family and Medical Leave Laws and Other Company Policies** - Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits provided by such laws will apply.

### **Leave of Absence Without Pay**

Approval for unpaid leave may be granted, at the discretion of management, for reasons such as important personal or family matters, educational course requirements, vacation, community or public service work, religious retreat, or military summer camp. In all cases, accrued vacation time must be used before unpaid leave begins.

### **Military Leave of Absence**

If you enter the military service of the United States, you are eligible for an unpaid military leave of absence. Present Human Resources with a copy of your service papers as soon as you receive them.

During your absence, your length of service accumulates and upon application within 90 days from date of discharge from military service, you will receive the current rate of pay and other benefits which have changed during your absence.

If you are recalled to attend yearly Reserve or National Guard duty, you will be granted a temporary military leave of absence. You should give your supervisor and Human Resources as much advance notice as possible so that we may ensure proper coverage while you are away. In addition, if you are in the Reserves or National Guard and have completed your introductory period before commencing the reserve duty, the Institute will pay the difference between your service pay and your basic earnings for a maximum period of two weeks per year. Proof of reserve pay is required in order to enable the Institute to pay you accordingly.

### **Harassment**

The Institute prohibits harassment of one employee by another employee, supervisor, or third party on the basis of race, religious creed, color, age, sex, sexual orientation, marital or veteran status, national origin, citizenship, ancestry, or mental or physical disability.

While it is not easy to define precisely what harassment is, it certainly includes teasing, slurs, epithets, threats, derogatory comments, unwelcome jokes or advances, suggestive behavior and/or verbal or physical conduct including, but not limited to, drawings, pictures, jokes, teasing, unwanted touching, or other similar conduct.

Any employee who feels that he or she has been subject to harassment, or he/she witnesses such conduct, should report this immediately to his/her supervisor, the Director, Human Resources, or the Human Resources Manager. All allegations of harassment will be speedily and discreetly investigated and appropriate action taken. Employees participating in any investigation under this policy will have the Institute's assurance that no reprisals will be taken as a result of a harassment complaint.

Violations of this policy will not be tolerated and may result in disciplinary action up to and including discharge.

## **Sexual Harassment and Prevention**

The Institute prohibits sexual harassment of any employee by another employee, supervisor, or third party. While it is not easy to define precisely what sexual harassment is, it certainly includes unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature including, but not limited to, drawings, pictures, jokes, teasing, uninvited touching or other sexually related comments.

Harassment may take the form of either overt conduct or the existence of a "hostile environment." While it is not easy to define precisely what overtly harassing conduct is, it certainly includes unwelcome advances, requests or suggestions and any act, physical, verbal or visual such as uninvited touching or offensive comments.

A harassing or hostile environment is one which allows for, and possibly encourages, jokes or degrading comments of a sexual nature directed at a person or a group of people. Such behavior will not be condoned in the workplace.

Violation of the policy may result in disciplinary action up to and including dismissal of the harasser.

## **General Rules of Conduct**

As we are all aware, rules and regulations are essential to the general safety and welfare of our employees and to the efficient operation of the Institute. The following rules have been established for everyone's guidance while employed at AIP. This list of rules is not intended to be all-inclusive, since it is impossible to determine all the circumstances which may arise. However, these rules will provide illustrative standards by which employees should conduct themselves. All employees of AIP are employed at-will. Accordingly, employees may be terminated at anytime, with or without cause and with or without notice.

The procedure for handling discipline may include verbal warning, written warning, suspension without pay, and termination of employment. However, some situations may require immediate termination.

The following are examples of unauthorized behavior:

- Insubordination
- Foul or abusive language
- Use or possession of intoxicants or illegal drugs on or off AIP's premises during work hours; reporting to work while under the influence of intoxicants or illegal drugs
- Sleeping on the job
- Fighting on the job or the threat of bodily harm to others while on the job
- Misuse of or damage to Institute material or equipment or to the material or equipment of another employee
- Unauthorized removal of property belonging to the Institute or another employee
- Carelessly endangering the safety of oneself or others
- Constant pattern of tardiness or absenteeism without authorization
- Misbehavior including but not limited to: horseplay, harassing or intimidating fellow employees, making malicious or derogatory statements about fellow employees or about the Institute, misuse of confidential information, falsifying records, and illegal conduct

- Violation of safety or other operating rules. A positive attitude for the safety of your fellow employees and yourself must be observed at all times. This includes using proper safety equipment and reporting any unsafe practice to your supervisor
- Carrying or possessing weapons of any kind on Institute property
- Parking in non-designated areas
- Unauthorized use of Institute telephones
- Solicitation of any kind by an employee of another employee while either is on working time
- Inappropriate dress

## **Electronic Communications Policy**

The Institute's e-mail system is normally for business use only. Electronic communications should have a business purpose and may not be used to solicit for religious or political causes, outside organizations or other personal matters unrelated to the business of the Institute. Employees should be aware that the Institute may access electronic communications at any time for any reason.

Staff of the Institute may access its electronic communications systems without notice to users; reasons for such access include (but are not limited to): routine system maintenance, prevention or investigation of alleged misuse of its systems, and assuring compliance with software copyright laws.

The Institute's policy prohibiting harassment applies to the use of the Institute's electronic communications systems.

Employees who violate the Institute's Electronic Communications Policy may be disciplined, up to and including termination.

## **Miscellaneous**

### **Access Cards**

Maryland employees will be issued security access cards, which will admit them into the building through security doors and will serve as identification upon request.

### **Bulletin Boards**

Important business notices and items of general interest are continually posted by Human Resources on our employee bulletin boards at all locations. Make it a practice to review them frequently. This will assist you in keeping up with what is current at AIP. Employees are not permitted to post material on the bulletin board or elsewhere in AIP facilities.

### **Child Care Centers**

ACP's Child Care Center in College Park, Maryland and AIP's Center in Melville, New York accept children from six weeks through five years of age. The Maryland Center operates from 8:00 a.m. to 6:00 p.m. and the Melville Center operates from 7:45 a.m. to 5:45 p.m., Monday through Friday, when the Institute is open. Fees are based upon the child's age and the program in which the child is enrolled.

Our first priority is the nurturing development of children in a secure environment. The Centers are staffed by professional early childhood educators and provide a wonderful place to play, learn, and grow.

### **Dress Code**

The Institute expects each employee to maintain a neat, well-groomed appearance, and to behave in a professional manner. Unbusinesslike conduct will be brought to the employee's attention by the immediate supervisor.

### **Identification/Access Badges**

New York employees will be issued photo identification badges which will admit them to the building as well as AIP areas. At times, employees may be asked to display their badges. All visitors must register and receive a temporary identification badge at the reception desk.

### **INSIDE AIP**

This newsletter, published monthly, is distributed to all staff.



### **Inclement Weather Closings**

The Institute monitors all hazardous weather conditions. If a decision for a closing or late arrival is made, management will communicate information concerning revised business hours.

In **New York**, there is a “snow list,” which is activated as a telephone chain; once the decision to close (or to open late) has been made, employees designated as part of the telephone relay will proceed with their departmental calls. We will make every effort to notify WALK FM 97.5, WBAB FM 102.3, and WHLI AM 1100 or 740, as early as possible of any closing or delayed opening. All employees will be notified as early as possible.

In **Maryland**, on the first day of inclement weather, all organizations in ACP will follow the decision announced by the University of Maryland. The next day and every day thereafter, there will be a recorded message on the AIP “snow line” (301/209-3636) advising employees of a closing or of revised business hours for the day.

If an early closing time is announced, all employees are expected to observe the revised hours of work. An employee who has a planned day off when the office is closed due to inclement weather will be charged accordingly (i.e., vacation or personal day).

An employee who feels unable to travel to work because of severe weather conditions on a day when the Institute is open for business may use a day of vacation or personal leave. If you have no personal or vacation time available, you may take a day of unpaid leave. Advise your supervisor at the start of your shift if you will not be able to work.

### **Lunchrooms**

The Institute maintains lunchrooms at its New York and Maryland locations. Free coffee and tea are provided in the morning before 8:45 a.m. (NY) and 8:30 a.m. (MD), during lunch time, and during morning and afternoon breaks at all locations. Employees must arrange their lunch time, at the discretion of their supervisors, between the hours of 12:00 noon and 2 p.m.

### **Personal Visits and Telephone Calls**

Any necessary personal telephone calls should be made during break or lunch periods. Should an emergency arise, your family or friends should be directed to contact Human Resources and someone there will arrange that you be notified.

## Solicitation/Distribution

We believe that employees should not be disturbed or disrupted in the performance of their job duties. For this reason solicitation of any kind by an employee of another employee is prohibited while either person is on working time. Solicitation of any kind by non-employees is prohibited at all times.

Distribution of advertising material, hand bills, printed or written literature of any kind in working areas of our Institute is prohibited at any time. Distribution of literature by non-employees on Institute premises is prohibited at all times.

## Good Housekeeping

Good housekeeping not only improves the appearance of our facilities, but also prevents fires, accidents, and personal injuries. You are responsible for keeping your work area clean and neat at all times. AIP counts on you to keep our work environment clean and safe. We urge you to discard or recycle all garbage in the receptacles provided throughout our buildings.

Our mutual effort in keeping AIP's work environment clean and professional in appearance at all times will make our time at work safer and more enjoyable.

## Safety First

AIP maintains an active safety program. Your cooperation is a vital part of this program to protect you, your fellow employees and our visitors from injury. The following are some safety rules we would like you to pay particular attention to:

- Immediately report any condition or practice that appears unsafe to your supervisor.
- Operate only equipment that you are trained and authorized to use.
- Observe smoking regulations which permit smoking only in designated areas outside the buildings.
- In case of fire, designated people are stationed in each area to act as fire wardens. Please look to them for instructions, and obey their orders.
- Do not block fire corridors or fire exit doors. Furniture, equipment, or electric cords may not be stored in front of exit doors.
- Familiarize yourself with the location of fire extinguishers in all areas of our building.
- Approach walkways and intersections carefully. Do not run in the building.
- Drive cautiously in parking areas.
- Become familiar with emergency evacuation procedures.
- Wear safety gear where necessary.
- Do not bring unauthorized visitors into AIP.
- Immediately report all injuries incurred by yourself, fellow employees, or visitors, however slight, to your supervisor and Human Resources. They will assist in arranging for appropriate medical attention.

## Smoking Policy

For the health and comfort of its employees and in compliance with applicable laws and regulations, the Institute maintains smoke-free facilities in its Maryland and New York locations. Smoking is not permitted in AIP buildings (owned or leased property).

## Drug-Free Workplace Policy

It is the policy of the Institute, in compliance with federal, state, and local regulations, to prohibit the unlawful manufacture, sale, transfer, possession, or use of a controlled substance on the Institute's premises or work sites, including the Institute's vehicles and any private vehicles parked at Institute work sites, or while engaged in Institute activity at other locations. The Institute's Drug-Free Workplace Policy is available in Human Resources.

Full compliance with the Drug-Free Workplace Policy is a condition of employment and continued employment at the American Institute of Physics. Any employee who violates the policy shall be subject to discipline up to and including immediate discharge.

## Employment at Will

All employees of the Institute are at-will employees. This means that the employment relationship may be terminated by either the employee or the Institute for any reason and without prior notice.

The policies and procedures of the Institute, or statements made by any employee of the Institute, whether oral or written, are not contracts. These policies, procedures, or statements are not a guarantee of employment for any length of time or for any particular terms or conditions of employment. These policies, procedures, and statements may be changed at any time, with or without notice and should not be relied upon by any employee or applicant.

The "employment at will" relationship can only be changed by an agreement, in writing, specifically modifying this relationship, and signed by Institute official.

## If You Must Leave Us

Your employment with AIP is not for any stated period, and you may resign at any time. We understand there may be circumstances which may necessitate the termination of your employment with us. We request that you provide your supervisor with as much advance notice as possible. Your thoughtfulness will be appreciated. Similarly, AIP may terminate the employment relationship at any time and for any reason. At the end of your employment, you will be paid for time actually worked and accrued vacation.

## A Few Closing Words

The information in this *Handbook* is general in nature. Should questions or discrepancies arise, established procedures will be consulted for complete details. The policies, benefits, and rules contained in this *Handbook* may be changed or deleted at any time.

Again, welcome to AIP. Please speak to your supervisor or Human Resources if you have questions that are not answered by this *Handbook*.

## Receipt of *Employee Handbook*

I have received a copy of the AIP *Employee Handbook* and understand that I am responsible for becoming familiar with the policies described in it. **I understand that the information contained in it represents management guidelines only, which may be modified from time to time. This *Handbook* is not a contract. I understand that neither the *Handbook's* policies nor any other representations made by a management representative, at the time of hire or at any time during employment, are to be interpreted as a contract between the Institute and any of its employees. I further understand that my employment is voluntarily entered into, that I am free to resign at any time, and that AIP may terminate the employment relationship whenever it determines that it is in its best interest to do so, and do so with or without notice or cause. I understand that I am employed at will.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name  
(print please)

## INDEX

absence, 10, 11, 16, 30  
access cards, 32  
access to facilities, 32, 34  
accident insurance, 21  
advancement, 19  
AIP activities, 3  
AIP locations, ii, 2  
American Center for Physics (ACP), 2  
attendance, 10  
benefit booklets, 21  
benefits program, 21  
bereavement leave, 23  
breaks, 34  
bulletin boards, 19, 32  
Career Services Division, iii, 4  
carry-over of vacation days, 14, 15  
Child Care Centers, 32  
cleanliness, 35  
closing of Institute, 33  
coffee and tea, 34  
complaints, 6  
conduct, rules of, 30, 31  
Corporate Associate members, iii, 2, 4  
cottage industry employee, 8, 22  
day shift, 8  
death in family, 23  
dental care plan, 21  
direct deposit, 16  
disability, 11, 21, 26  
disability leave of absence, 24–27  
disciplinary action, 29, 30, 31, 37  
domestic partner health insurance coverage, 21  
dress code, 32  
drug-free workplace, 37  
early dismissal, 33  
Education and Employment Statistics Division, iii, 4  
electronic communications policy, 31  
Employee Assistance Program (EAP), 20  
employee questions, suggestions, and complaints, 6, 7, 18,  
employee referrals, 22  
equal opportunity employment, 5  
evening shift, 8  
family and medical leave, 24–27  
fire procedures, 36  
fire wardens, 36  
flexible hours, 8  
full-time employee, 8  
function of AIP, 3  
goals, iii, 2  
group life insurance, 21  
*Handbook*, purpose of, 1  
harassment, 28–30  
health care plans, 21  
history of AIP, 2  
History of Physics Archives, 4  
holiday schedule, 12, 13  
holidays, paid, 12, 13  
hourly employee, 8, 15, 22  
housekeeping, 35  
ID/Access badges, 32  
illness, 10, 11, 24–27  
Immigration Reform and Control Act, 5  
Inclement Weather Closings, 33  
injuries, 11  
INS Form I-9, 5  
*INSIDE AIP*, 32  
insubordination, 30  
insurance, 21, 26  
intermittent leave, 26  
intoxicants or drugs, 30, 37  
introductory period of employment, 7, 18, 22, 28  
jury/witness duty, 23  
leaves of absence, 11, 24–28  
life insurance, 21  
long-term disability insurance, 21, 26  
lunch, 8, 34  
lunchrooms, 34  
maternity, 24–27  
medical certification, 11, 25, 27  
medical coverage, 21  
member societies, ii, iii, 2, 3  
military leave of absence, 28  
misuse of Institute equipment, 30, 31  
Niels Bohr Library, v, 4  
nondiscriminatory policy, 5  
open-door policy, 6  
organization of AIP, 2  
overtime, 16  
paid vacation, 14  
parking, 31  
part-time employee, 8  
Pat on the Back, 19  
paycheck, 16  
paydays, 16

performance evaluation, 7, 18, 19  
 personal days, 13  
 personnel records, 17  
 Physics History Division, iii, 4  
 policy and benefit changes, 1, 37, 39  
 prescription drug plan, 21  
 promotions, 19  
 Public Information Division, iii, 3  
 publishing activities, 3  
 punctuality, 10, 30  
 receipt of *Employee Handbook*, 39  
 reduced schedule leave, 26  
 regular employee, 8, 11, 12, 14, 20–23  
 reinstatement, 28  
 relatives, employment of, 22  
 Reserve or National Guard duty, 28  
 resignation, 10, 38  
 retirement, 15  
 reviews, 7, 18, 19  
 safety procedures, 30, 31, 36  
 scheduling vacation days, 15  
 security access card, 32  
 service anniversary awards, 16  
 sexual harassment prevention, 29  
 short-term disability, 21, 26  
 sick days, 11  
 sick leave, 11, 24–27  
 sick leave accrual, 11, 14, 26  
 Sigma Pi Sigma, 2, 4  
 smoking, 36, 37  
 snow list, 33  
 Society of Physics Students, ii, iii, 2, 4  
 solicitation/distribution, 31, 35  
 staff development & advancement, 19  
 staff size, 2  
 substance abuse, 20, 30, 37  
 suggestions, 6, 7  
 supervisor relations, 6, 7, 10, 11, 13, 15–19, 23, 29, 32, 38,  
 telephone chain, 33  
 telephone use, 31, 34  
 temporary employee, 8  
 termination, 5, 10, 11, 13, 15, 29–31, 37, 38  
 travel insurance, 21  
 tuition assistance, 19, 20  
 unpaid leave, 24–27, 33  
 unreported absence, 10, 30  
 vacation policy, 11, 14, 15  
 vision care plan, 21  
 visitors, 34, 36  
 W-4 form, 17  
 weather-related closings of AIP offices, 33  
 workday, 8  
 workers' compensation, 26  
 work week, 8, 9

**The Employee Handbook has  
 been revised. Please sign and  
 date the ‘Receipt’ form in the  
 back of the handbook and  
 return it to Human Resources.  
 Thank you.**